

# INVOICE

[Company Name]  
[Street Address]  
[City, State, Zip]

**Invoice #:** [00000]  
**Date:** [YYYY-MM-DD]  
**Due Date:** [YYYY-MM-DD]

**Bill To:** [Client Name]  
[Client Company]  
[Client Address]  
[VAT/Tax ID]  
**Project Details:** Project Name: [Project Name]  
Source Language: [Source]  
Target Language(s): [Target]  
PO Number: [PO#]

Description (Task/Language)	Quantity	Unit	Rate	Amount
Translation / TEP	0	Words	0.00	0.00
Linguistic Review / Editing	0	Hours	0.00	0.00
Desktop Publishing (DTP)	0	Pages	0.00	0.00
Project Management Fee	1	Flat	0.00	0.00

Subtotal: [0.00]

Tax / VAT: [0.00]

**Total Amount Due: [Currency] [0.00]**

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**Payment Instructions:**

Bank Name: [Name]

SWIFT/BIC: [Code]

IBAN/Account #: [Number]

Payment Terms: [Net 30/On Receipt]