

# INVOICE

[Your Name/Company]

[Address Line 1]

[Email / Phone]

**Invoice #:** [000]

**Date:** [Date]

**Due Date:** [Date]

## Bill To:

[Client Name]

[Company Name]

[Address]

## Project Details:

**Project Name:** [Project Title]

**Language Pair:** [Source] to [Target]

**Purchase Order:** [PO #]

Service Description	Quantity / Runtime	Rate	Amount
Subtitling / Spotting (per min)	[00:00:00]	[0.00]	[0.00]
Translation & Localization	[Word Count]	[0.00]	[0.00]
QC / Proofreading	[Hours]	[0.00]	[0.00]
Template Creation / Hard-coding	[Units]	[0.00]	[0.00]

Subtotal: [0.00]  
Tax ([0]%): [0.00]

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**Total Amount: \$[0.00]**

**Payment Instructions:**

Bank Name: [Name]

SWIFT/BIC: [Code]

Account Number / IBAN: [Number]

PayPal/Digital: [Email Address]

*Thank you for your business.*