

INVOICE

[Your Name/Company Name]
[Address Line 1]
[City, State, Zip]
[Email/Phone]

Invoice #: [0000]
Date: [Date]
Due Date: [Date]

BILL TO

[Client Name/Company]
[Client Address]
[Contact Email]

PROJECT DETAILS

Project ID: [Reference Number]
Language Pair: [Source] to [Target]

Description of Services	Unit Type	Quantity	Rate	Amount
[Translation/Editing/Interpretation]	[Words/Hours]	0	0.00	0.00
[Additional Service/Formatting]	[Flat Fee]	1	0.00	0.00

Subtotal: 0.00
Tax/VAT: 0.00
Balance Due: [Currency] 0.00

PAYMENT INSTRUCTIONS

Bank Name: [Name]
SWIFT/BIC: [Code] | IBAN/Account: [Number]
PayPal/Other: [Details]

Thank you for your business.