

INVOICE

INVOICE NUMBER [000]

DATE [DD/MM/YYYY]

SERVICE PROVIDER [Name/Agency Name]

[Tax ID/VAT Number]

[Address]

[Email/Phone]

CLIENT / BILLING TO [Client Name]

[Project Reference/PO Number]

[Address]

[Email]

Service Description (Source > Target)	Quantity (Words/Hours)	Rate	Amount
[Language Pair] Translation - [Project Title]	0	0.00	0.00
Proofreading / Editing	0	0.00	0.00
Formatting / DTP	-	0.00	0.00

Subtotal: 0.00

Tax (0%): 0.00

Total Due: [Currency] 0.00

PAYMENT TERMS Payment due within [Number] days via [Bank Transfer/PayPal/Other].

Bank Name: [Name] | IBAN: [Number] | SWIFT: [Code]

Agreement: Services rendered according to Service Agreement dated [Date].