INVOICE

[Agency Name]
[Address Line 1]
[Email/Phone]

INVOICE NUMBER [INV-000]
DATE [Date]
AGREEMENT ID [Contract #]

CLIENT / BILL TO **[Client Name]**
[Company Name]
[Client Address]
[Tax ID/VAT if applicable]
PROJECT DETAILS **Project:** [Project Name/Code]
Language Pair: [Source] to [Target]
Service Type: [Translation/Editing/Proofreading]

Description of Services	Quantity/Word Count	Unit Rate	Amount
[Task Description - e.g., Technical Translation]	[0,000]	[0.00]	[0.00]
[Task Description - e.g., Localization Review]	[0]	[0.00]	[0.00]

Subtotal: [0.00]
Tax/VAT ([0]%): [0.00]
Total Due: [Currency] [0.00]

PAYMENT INSTRUCTIONS Bank: [Bank Name]
Account Name: [Name]
SWIFT/BIC: [Code]
IBAN: [Number]
TERMS Payment due within [30] days.
Reference Invoice Number on all payments.