INVOICE

[Your Company Name]
[Address Line 1]
[Email/Phone]

INVOICE NUMBER [INV-000]
DATE [Month DD, YYYY]
AGREEMENT REF [AGR-000]

CLIENT / BILL TO

[Client Name]
[Company Name]
[Client Address]

PROJECT DETAILS

Source: [Language]
Target: [Language]
PO Number: [0000]

Description of Services	Metric (Words/Hours)	Rate	Amount
Translation Services - [Project Name]	[0,000]	$[0.00]	$0.00
Proofreading & Editing	[0,000]	$[0.00]	$0.00
Formatting / DTP	[0]	$[0.00]	$0.00

Subtotal $0.00
Tax ([0]%) $0.00
Total Amount Due $0.00

PAYMENT INSTRUCTIONS

Bank: [Bank Name] | Account: [Number] | SWIFT/BIC: [Code]
Payment Terms: Net [30] days from invoice date.