

INVOICE

Invoice #: [000-000]
Date: [MM/DD/YYYY]
PO #: [Reference Number]

[Freelancer Name]
[Address Line 1]
[Email Address]
[Tax ID/VAT Number]

Client

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

Project Details

Agreement Date: [Date]
Source Language: [Language]
Target Language: [Language]

Description of Service	Quantity / Units	Rate	Amount
[Service: e.g., Translation of Technical Manual]	[Words/Hours]	[Price]	[Total]
[Service: e.g., Proofreading/Editing]	[Words/Hours]	[Price]	[Total]
Subtotal: \$0.00			
Tax/VAT: \$0.00			

Total Due: \$0.00

Payment Terms & Instructions

Please remit payment within [Number] days of receipt.

Bank Name: [Name]

SWIFT/BIC: [Code]

IBAN/Account #: [Number]

PayPal/Other: [Details]

Thank you for your business.