

INVOICE

[Translator Name/Agency]
[Address Line 1]
[City, State, Zip]
[Email/Phone]

Invoice #: [0000]
Date: [YYYY-MM-DD]
Due Date: [YYYY-MM-DD]

CLIENT:

[Client Name/Company]
[Contact Person]
[Address Line 1]
[Tax ID/VAT if applicable]

PROJECT DETAILS:

Project Ref: [Project Name/PO Number]
Language Pair: [Source] to [Target]
Service Type: [Translation/Editing/Localization]

Description	Quantity (Words/Hours)	Rate	Amount
[Service Description - e.g., Technical Translation]	[0,000]	[0.00]	[0.00]
[Service Description - e.g., Proofreading]	[0,000]	[0.00]	[0.00]
			Subtotal: [0.00] Tax ([0] %): [0.00]

Total Due: [0.00] [Currency]

PAYMENT TERMS & INSTRUCTIONS:

Bank Name: [Name]

Account Name: [Name]

SWIFT/BIC: [Code]

IBAN: [Code]

PayPal/Alternative: [Details]

** Please include Invoice # in payment reference. Late payments may be subject to a [0]% monthly fee as per the Service Agreement.*