

INVOICE

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

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

Bill To:

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

Project Details:

Source Language: [Language]
Target Language: [Language]
Reference: [PO Number / Project Name]

Description / Service	Quantity	Rate	Amount
Translation: [Document Name]	[Words/Hours]	[\$[0.00]]	[\$[0.00]]
Proofreading / Editing	[Words/Hours]	[\$[0.00]]	[\$[0.00]]
Formatting / DTP	[Pages]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]
Tax ([0] %): \$[0.00]

Total Due: \$[0.00]

Payment Instructions: [Bank Transfer Details / PayPal / Check Info]

Thank you for your business.