

INVOICE

Invoice #: [000]
Date: [Date]

[Your Name/Business Name]
[Address Line 1]
[Email Address]
[Phone Number]
[Tax ID/VAT Number]

Bill To:
[Client Name/Company]
[Client Address]
[Client Contact Email]

Project Details:
Source Lang: [Language]
Target Lang: [Language]
PO #: [Optional]

Description	Quantity / Units	Rate	Amount
[Project Title - Translation/Proofreading]	[0,000 words]	[\$0.00]	\$0.00
[Additional Task - Formatting/MTPE]	[0 hours]	[\$0.00]	\$0.00
Subtotal: \$0.00 Tax ([0] %): \$0.00			
Total Due: \$0.00			

Payment Instructions:

Bank Name: [Name]

SWIFT/BIC: [Code]

IBAN/Account #: [Number]

PayPal/Other: [Details]

Payment is due within [30] days of invoice date.