INVOICE

[Business Name]
[Address Line 1]
[Email / Phone]

INVOICE # [0000]
DATE [Month Day, Year]

BILL TO: [Client Name]
[Client Address]
[Tax ID / VAT]
PROJECT DETAILS: **Source:** [Language]
Target: [Language]
PO Number: [Reference]

Description of Service	Rate Type	Quantity	Unit Price	Amount
[Translation / Editing / Interpretation]	[Word/Hour/Page]	0.00	$0.00	$0.00
[Additional Service / Proofreading]	[Word/Hour]	0.00	$0.00	$0.00

Subtotal: $0.00
Tax ([0]%): $0.00
Balance Due: $0.00

PAYMENT INSTRUCTIONS: [Bank Name] | [SWIFT/BIC] | [IBAN/Account #]
Terms: [Net 30 / Due on Receipt]