

INVOICE

[Agency Name]
[Address Line 1]
[City, State, Zip]
[Email/Tax ID]

Invoice #: [00000]
Date: [Date]
Due Date: [Date]

BILL TO:

[Client Company Name]
[Client Address]
[Contact Person]
[Client VAT/Tax ID]

PROJECT DETAILS:

Project ID: [Ref #]
Currency: [USD/EUR/GBP]

Service Description	Language Pair	Quantity/Words	Rate	Amount
[Translation/MTPE/Revision]	[Source] > [Target]	[0,000]	[0.00]	[0.00]
[Localization Engineering/QA]	-	[0] Hours	[0.00]	[0.00]

Subtotal: [0.00]
Tax (%): [0.00]

TOTAL: [0.00]

Payment Instructions:

Bank Name: [Name]

SWIFT/BIC: [Code]

IBAN: [Number]

Terms: Net [30] days.