

INVOICE

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

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

BILL TO:

[Client Name]
[Company Name]
[Street Address]
[City, State, Zip]

PROJECT DETAILS:

Source Language: [Language]
Target Language: [Language]
PO Number: [Reference]

Service Description	Quantity / Units	Rate	Amount
[Translation/Interpreting/Proofreading]	[0,000 words / hours]	\$0.00	\$0.00
[Additional Service]	[0]	\$0.00	\$0.00

Subtotal: \$0.00

Tax: \$0.00

Total Balance Due: \$0.00

Payment Instructions: [Bank Name / Wire Details / PayPal / Check Payable To]

Thank you for your business.