

[Translator Name/Agency]

[Address Line 1]

[City, State, Zip]

[Email/Phone]

INVOICE

Client:

[Client Name]

[Department/Contact]

[Client Address]

Invoice #: [0000]

Date: [MM/DD/YYYY]

PO Number: [Reference]

Description (Financial Document Title)	Source/Target	Unit Type	Quantity	Rate	Amount
[e.g., Q3 Balance Sheet Translation]	[EN > DE]	[Words]	[0,000]	[0.00]	[0.00]
[e.g., Annual Auditor's Report]	[EN > DE]	[Words]	[0,000]	[0.00]	[0.00]
Financial Glossary/Terminology Prep	-	[Hours]	[0]	[0.00]	[0.00]
Subtotal: [0.00]					
Tax/VAT (%): [0.00]					

Total Amount Due: [Currency] [0.00]

Payment Terms: [e.g., Net 30]

Bank Details: [Bank Name] | **SWIFT/BIC:** [Code] | **IBAN:** [Number]

Notes: All financial translations are confidential.