

INVOICE

Invoice #: [000]

Date: [MM/DD/YYYY]

[Your Name/Business Name]
[Address Line 1]
[City, State, Zip]
[Email/Phone]

Bill To:

[Client Name]
[Company Name]
[Address]
[Tax ID/VAT Number]

Service Description / Project Name	Language Pair	Rate/Unit	Qty	Amount
[Translation of Document X]	[Source to Target]	[\$[0.00]]	[Words]	[\$[0.00]]
[Proofreading / Editing]	[Source to Target]	[\$[0.00]]	[Hours]	[\$[0.00]]

Subtotal: \$[0.00]

Tax/VAT: \$[0.00]

TOTAL DUE: \$[0.00]

Payment Information:

Bank Name: [Name]

SWIFT/BIC: [Code]

IBAN/Account #: [Number]

PayPal/Other: [Email/Link]

Notes: Payment is due within [Number] days of receipt. Thank you for your business.