

INVOICE

[Translator Name/Company]
[Address Line 1]
[City, Country, Postcode]
[Tax ID/VAT Number]

INVOICE #
[00000]

DATE
[YYYY-MM-DD]

DUE DATE
[YYYY-MM-DD]

BILL TO:

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

PROJECT REFERENCE:
[PO Number / Project Name]

Description (Language Pair)	Quantity (Words/Hours)	Rate	Amount
[Source Language] to [Target Language] - [Subject Matter]	[0,000]	[0.00]	[0.00]
Proofreading / Editing	[0]	[0.00]	[0.00]

Subtotal: [0.00] [Currency]
Tax/VAT ([0] %): [0.00] [Currency]

Total Amount Due: [0.00] [Currency]

PAYMENT INFORMATION:

Bank Name: [Bank Name]
SWIFT/BIC: [Code]
IBAN/Account #: [Number]
PayPal/Digital: [Email/ID]

Thank you for your business.