

INVOICE

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

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

Bill To: [Client Name] [Company Name] [Address] [Tax ID / VAT No.]
Project Reference: [Project Name/PO Number] [Source Language] to [Target Language]

Service Description	Quantity / Word Count	Unit Rate	Total
[Translation / Editing / Interpretation]	[0,000]	[0.00]	[0.00]
[Additional Service / Project Fee]	[1]	[0.00]	[0.00]

Subtotal: [0.00]

Tax / VAT: [0.00]

Total Amount Due: [Currency] [0.00]

Payment Instructions:

Bank Name: [Name]
SWIFT/BIC: [Code]
IBAN/Account Number: [Number]
PayPal/Other: [Details]

Thank you for your business.