

# INVOICE

[Your Name/Agency]  
[Street Address]  
[Email/Phone]

BILL TO

[Client Name]  
[Client Address]  
[Project Manager Name]

DETAILS

Invoice #: [000]  
Date: [YYYY-MM-DD]  
Due Date: [YYYY-MM-DD]

| Description (Campaign/Content Type)            | Language Pair        | Quantity (Words/Hours) | Rate       | Amount     |
|------------------------------------------------|----------------------|------------------------|------------|------------|
| [e.g., Social Media Ad Copy - Summer Campaign] | [Source] to [Target] | [0,000]                | [\$[0.00]] | [\$[0.00]] |
| [e.g., Website Localization & SEO Meta Tags]   | [Source] to [Target] | [0,000]                | [\$[0.00]] | [\$[0.00]] |
| [e.g., Transcreation/Creative Revision]        | [Target]             | [0] hrs                | [\$[0.00]] | [\$[0.00]] |

Subtotal: \$[0.00]

Tax/VAT: \$[0.00]

**Total Amount: \$[0.00]**

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PAYMENT INSTRUCTIONS

Bank: [Bank Name] | Account: [Number] | SWIFT/IBAN: [Code]  
Please include Invoice # as payment reference.