

INVOICE

[Company Name]
[Address Line 1]
[Email/Phone]

INVOICE #

DATE

BILL TO:

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

PROJECT REF:

[Project Name/PO Number]

Service Description	Source/Target	Unit (Words/Hrs)	Rate	Total
[Translation/Interpreting]	[Language Pair]	_____	_____	_____
[Proofreading/DTP]	[Language]	_____	_____	_____
[Other Service]	-	_____	_____	_____

Subtotal: _____

Tax/VAT: _____

Total Amount: [Currency] _____

PAYMENT INSTRUCTIONS:

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

Payment Terms: Net [30] Days. Thank you for your business.