

# INVOICE

Invoice #: [0000]  
Date: [Date]

[Your Name/Agency]  
[Address Line 1]  
[City, State, Postcode]  
[Email/Phone]

**BILL TO:**

[Client Name/Company]  
[Department/Contact]  
[Address Line 1]  
[Tax ID/VAT Number]

**PROJECT DETAILS:**

**Project:** [Manual Title/ID]  
**Language Pair:** [Source] to [Target]  
**PO Number:** [Reference Number]

| Description (Technical Manual Sections) | Quantity/Word Count | Rate       | Amount     |
|-----------------------------------------|---------------------|------------|------------|
| Technical Translation - [Section Name]  | [0,000] words       | [\$[0.00]] | [\$[0.00]] |
| Proofreading & Technical Review         | [0] hours           | [\$[0.00]] | [\$[0.00]] |
| Desktop Publishing (DTP) / Formatting   | [0] pages           | [\$[0.00]] | [\$[0.00]] |

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

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

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**PAYMENT TERMS**

Payment due within [30] days via [Bank Transfer/PayPal/Other].  
**Bank:** [Bank Name] | **IBAN:** [Number] | **SWIFT:** [Code]