

INVOICE

[Translator Name/Agency]
[Address Line 1]
[Email / Phone]

INVOICE # [0000]
DATE [YYYY-MM-DD]

BILL TO

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

PROJECT DETAILS

Project: [Project Name/PO #]
Source Language: [Language]
Target Language: [Language]

Description	Unit Type (Word/Hour)	Quantity	Rate	Amount
[Service: Translation/Proofreading]	[Words]	[0,000]	[0.00]	[0.00]
[Service: Formatting/DTP]	[Hours]	[0]	[0.00]	[0.00]

Subtotal: [0.00]
Tax ([0] %): [0.00]

Total Amount Due: [Currency] [0.00]

PAYMENT INSTRUCTIONS

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