

INVOICE

[Translator Name / Agency]

[Address Line 1]

[Email / Phone]

Invoice #: [00000]

Date: [Date]

Due Date: [Date]

BILL TO

[Client Name]

[Company Name]

[Address]

[Tax ID / VAT Number]

PROJECT DETAILS

Contract Title: [Title of Contract]

Language Pair: [Source] to [Target]

Purchase Order: [PO Number]

Description	Quantity (Words/Hours)	Rate	Amount
Translation of Legal Contract / Agreement	[0,000]	[0.00]	[0.00]
Legal Review & Proofreading	[0,000]	[0.00]	[0.00]
Formatting / DTP (if applicable)	[1]	[0.00]	[0.00]
Subtotal: [0.00]			
Tax ([0] %): [0.00]			
Total Amount Due: [Currency Symbol] [0.00]			

PAYMENT INSTRUCTIONS

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

Thank you for your business.