

INVOICE

[Translator/Agency Name]
[Address Line 1]
[City, State, Zip]
[Email / Phone]

Invoice #: [0000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

Client:
[Client Name]
[Company Name]
[Client Address]
Project Details:
Source Language: [Language]
Target Language: [Language]
Project Ref: [PO Number]

Description of Services	Quantity	Rate	Amount
Translation of [Document Title]	[Count] Words	[\$[0.00]]	[\$[0.00]]
Proofreading / Editing	[Count] Hours	[\$[0.00]]	[\$[0.00]]
Certification & Notary Fees	1	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Tax: \$[0.00]

Total Balance: \$[0.00]

Certificate of Accuracy:

I, [Name], hereby certify that I am competent to translate from [Source Language] into [Target Language] and that the above-mentioned document is a true and accurate translation of the original to the best of my knowledge and ability.

Signature: _____ *Date:* _____

Payment Terms: [Net 30/On Receipt]. Please make checks payable to [Name] or pay via [Wire/PayPal Details].