

INVOICE

[Your Name]
[Address Line 1]
[Email Address]
[Phone Number]

Invoice #: [0001]
Date: [DD/MM/YYYY]
Due Date: [DD/MM/YYYY]

BILL TO

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

PAYMENT METHOD

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

Description (Source > Target)	Unit Type	Quantity	Rate	Amount
[Project Title/Document Name]	[Words/Hours]	0	0.00	0.00
[Proofreading/Editing]	[Hours]	0	0.00	0.00

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

Total Amount Due: [Currency] [0.00]

Notes: Please include the invoice number as a payment reference. Thank you for your business.