

INVOICE

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

Invoice #: _____
Date: _____
Due Date: _____

CLIENT / BILL TO

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

PROJECT DETAILS

Case/Ref: _____
Source Language: _____
Target Language: _____

Description of Legal Documents	Unit (Words/Hours)	Rate	Amount
[Document Title/Type]			
[Document Title/Type]			
Certification/Notarization Fees			
Urgency/Rush Surcharge			
Subtotal: \$0.00			
Tax: \$0.00			
Total Due: \$0.00			

PAYMENT INSTRUCTIONS

Bank Name: _____
SWIFT/BIC: _____
Account Number/IBAN: _____

Note: All legal translations are performed according to the agreed confidentiality terms.