

INVOICE

[Your Name/Agency]

[Address Line 1]

[Email/Phone]

Bill To:

[Client Name/Company]

[Client Address]

[Tax ID/VAT if applicable]

Invoice #: [000]

Date: [Date]

Due Date: [Date]

Description (Source > Target Language)	Service Type	Unit (Words/Hours)	Rate	Total
[Project Name/File Name]	Translation	[0,000]	[0.00]	[0.00]
[Project Name/File Name]	Proofreading	[0,000]	[0.00]	[0.00]

Subtotal: [0.00]

Tax ([0] %): [0.00]

Grand Total: [Currency Symbol] [0.00]

Payment Instructions:

Bank Name: [Name]

SWIFT/BIC: [Code]

IBAN/Account: [Number]

PayPal: [Email Address]