INVOICE

Invoice #: [0000]
Date: [DD/MM/YYYY]
PO Number: [Reference]

Linguist / Service Provider:
[Name/Company]
[Address Line 1]
[Tax ID / VAT Number]
[Email/Phone]
Bill To:
[Client Name/Agency]
[Department]
[Address Line 1]
[Contact Email]

DESCRIPTION (MANUAL TITLE / PROJECT ID)	LANGUAGE PAIR	METRIC (WORDS/HOURS)	RATE	AMOUNT
[Technical Translation: Product Manual X]	[Source] > [Target]	[0,000]	[0.00]	[0.00]
[Technical Review / DTP Formatting]	-	[0.0]	[0.00]	[0.00]
[Terminology Management / Glossary]	-	[0.0]	[0.00]	[0.00]

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

Total Due: [Currency] [0.00]

Payment Instructions:
Bank Name: [Name] | SWIFT/BIC: [Code] | IBAN/Account: [Number]
Payment Terms: [Net 30 Days]