

INVOICE

[Your Name/Company]
[Address Line 1]
[City, State, Zip]
[Email/Phone]

Invoice #: [001]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILL TO:

[Client Name/Company]
[Client Address]
[Contact Person]

PROJECT DETAILS:

Source Language: [Language]
Target Language: [Language]
Project Ref: [Project Name/PO #]

Description of Services	Hours	Hourly Rate	Amount
Translation Services - [Subject Matter]	0.00	\$0.00	\$0.00
Proofreading / Editing	0.00	\$0.00	\$0.00
Formatting / Desktop Publishing	0.00	\$0.00	\$0.00

Subtotal: \$0.00
Tax (0%): \$0.00
Total Due: \$0.00

PAYMENT INSTRUCTIONS:

Please make payment via [Bank Transfer / PayPal / Check].

Account Name: [Name]

SWIFT/IBAN: [Details]

Thank you for your business!