

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

INVOICE / FACTURA

[0000]
Date: [Date]

BILL TO / FACTURAR A: [Client Name]
[Client Address]
[Client Tax ID]
PAYMENT TERMS / TERMINOS: [Due on Receipt / Net 15]
CURRENCY / MONEDA: [USD / EUR / MXN]

Description / Descripción	Hours/Qty / Cant.	Rate / Tarifa	Amount / Total
[Service Name - e.g., Administrative Support]	[0.00]	[0.00]	[0.00]
[Service Name - e.g., Translation/Interpretation]	[0.00]	[0.00]	[0.00]

Subtotal: [0.00]
Tax / Impuesto: [0.00]
Total / Total: [0.00]

PAYMENT INSTRUCTIONS / INSTRUCCIONES DE PAGO:

[Bank Name / PayPal / Transfer Details / Wise]

Thank you for your business! / ¡Gracias por su confianza!