

[Your Translation Company]

[Address Line 1]

[Address Line 2]

[City, Country, ZIP]

[Phone] | [Email]

Invoice No: [INV-xxxx]

Date: [YYYY-MM-DD]

Due Date: [YYYY-MM-DD]

BILL TO

[Client Name]

[Client Company Name if any]

[Client Address Line 1]

[Client Address Line 2]

[Client City, Country, ZIP]

PROJECT DETAILS

Description	Source Language	Target Language	Words/Pages	Unit Price	Amount
[e.g. Legal Document Translation]	[e.g. English]	[e.g. Spanish]	[e.g. 2,000 words]	[e.g. \$0.10/word]	[e.g. \$200.00]
Subtotal:		[e.g. \$200.00]			
Tax (if any):		[e.g. \$10.00]			
Total Due:		[e.g. \$210.00]			

PAYMENT INSTRUCTIONS

Bank Account: [Your Bank Details]

IBAN: [Your IBAN]

SWIFT/BIC: [Bank SWIFT Code]

Please make payment by the due date. Include the invoice number in payment reference.

NOTES

Thank you for choosing our translation services.
If you have any questions regarding this invoice, please contact us.