

INVOICE

Invoice No.	
Date	
Due Date	
PO Number	

Service Provider

Client / Bill To

TRANSLATION PROJECTS (DOCUMENT / WEB / LOCALIZATION)

PROJECT DESCRIPTION / SOURCE DOCUMENT	LANGUAGE PAIR	UNIT TYPE (WORDS/PAGES)	QTY	RATE	TOTAL

INTERPRETATION SERVICES (SIMULTANEOUS / CONSECUTIVE / LIAISON)

EVENT DESCRIPTION / VENUE	LANGUAGE PAIR	DATE OF SERVICE	HOURS	HOURLY RATE	TOTAL

Translation Subtotal	
Interpretation Subtotal	
Tax / VAT	
Total Due	

Payment Terms & Bank Details
