

Translator/Interpreter: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ | Phone: \_\_\_\_\_  
Tax ID/VAT No: \_\_\_\_\_

# INVOICE

Invoice No: \_\_\_\_\_  
Date: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
P.O. Number: \_\_\_\_\_

## BILL TO

Client Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email/Phone: \_\_\_\_\_

## PROJECT REFERENCE

Project Name: \_\_\_\_\_  
Task Category: \_\_\_\_\_  
Reference/Contract: \_\_\_\_\_

Source Language: \_\_\_\_\_  
Target Language(s): \_\_\_\_\_

SERVICE DESCRIPTION	UNIT TYPE (WORD, HOUR, DAY, PAGE)	QUANTITY	RATE	AMOUNT

Subtotal: \_\_\_\_\_  
Tax / VAT ( \_\_\_\_\_ %): \_\_\_\_\_

**Total Due:** \_\_\_\_\_

**PAYMENT INSTRUCTIONS**

Bank Name: \_\_\_\_\_

Account Holder: \_\_\_\_\_

IBAN / Account No: \_\_\_\_\_

BIC / SWIFT: \_\_\_\_\_

Alternative Payment (PayPal/Other): \_\_\_\_\_

**TERMS & CONDITIONS**

Payment is due within \_\_\_\_\_ days of invoice date.

Please include the invoice number as a payment reference.

Thank you for your business!