
INVOICE

Invoice No: _____
Date: _____
Due Date: _____
PO Number: _____

CLIENT / BILLING TO

PROJECT / CONTACT DETAILS

DATE	DESCRIPTION / SERVICE (TRANSLATION/INTERPRETATION)	SOURCE/TARGET	QTY/WORDS	RATE	AMOUNT
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Subtotal: _____
Tax / VAT: _____
Certification Fee: _____
Total Due: _____

CERTIFICATE OF ACCURACY

I hereby certify that the document(s) listed above have been translated/interpreted accurately, completely, and to the best of my professional knowledge and ability. I further certify that I am competent in both the source and target languages indicated to perform such translation or interpretation services.

TRANSLATOR / INTERPRETER SIGNATURE

DATE & CREDENTIALS / CERTIFICATION NUMBER

PAYMENT TERMS & INSTRUCTIONS
