TRANSLATION INVOICE

TRANSLATOR

Business name _____

Address _____

Phone / email _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

Project no. _____

BILL TO (CLIENT)

Company _____ Attention _____

Address _____

Email _____ PO no. _____

PROJECT

Language pair _____ Delivered _____

Word count _____

TRANSLATION

Item	Details	Qty	Unit	Rate	Amount

Translation subtotal

PROOFREADING AND CERTIFICATION

Item	Details	Qty	Unit	Rate	Amount

Proofreading and certification subtotal

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Subtotal

Rush fee on translation (_____%)

Sales tax, if applicable (_____%)

Amount due

PROJECT NOTES

_____

_____

Please quote the invoice and PO numbers with your payment.