

INVOICE

Translation invoice template
avoinvoice.com

FROM

Your business name _____

Address _____

Phone · email _____

BILL TO

Client name _____

Client address _____

Phone · email _____

INVOICE #	DATE	DUE DATE
PO # / JOB #	LANGUAGE PAIR	QUOTE REF.
DELIVERY DATE		

DESCRIPTION	QTY × RATE	AMOUNT
Document: name, language pair, count basis (words / pages × rate)		
Document: name, language pair, count × rate		
Rush / weekend / formatting surcharge (% or flat, per quote)		
Certification / notarization / hard copies / shipping		
Interpreting: date, assignment, hours × rate (minimum)		
Other		

NOTES & PAYMENT TERMS
Net 30 for agencies, Net 15 for direct clients. Word counts are source-text counts from the delivered files unless the quote states otherwise. Rush and formatting surcharges apply only as quoted. Interpreting is billed with a 2-hour minimum plus travel as agreed. Pay by ACH, Wise or card.

Subtotal

Tax

TOTAL DUE