**Invoice **

| **Invoice No:** 1709001  **Date:** 30 September 2017  **Due Date:** 30 October 2017 | **Bill From**  [Name]/[Company Name]  [Address]  [Phone]  [Email]  [Website]  Business Reg. No: xxxxxxx |
| --- | --- |

| **Bill To:**  [Name]  [Company Name]  [Address]  [City, Post Code]  [E-mail] |  |
| --- | --- |

| **Description** | **Quantity** | | **Price** | **total** |
| --- | --- | --- | --- | --- |
| *Job xx – PO xx - Translation of xxx from xx into xx, supplied to xx by e-mail on xxx, as per quote xx approved by xx on xx.* | 1 | | xxx | xxx |
| *Job xx – PO xx - Translation of xxx from xx into xx, supplied to xx by e-mail on xxx, charged based on the number of words in the document, as agreed.* | xxx | | xx | xxx |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |
|  | | **Subtotal** | | **$xxx** |
|  | | Sales Tax xx% | | **$xx** |
|  | | [**Total Due**](https://create.onlineinvoices.com/templates/translation-service-invoice-template) | | **$xxx** |

|  |  |
| --- | --- |
| **Terms and conditions**  Please make payment within 30 days of this invoice.  **Please make a payment to**  Name: [Account Name]  Account Number: [1234567890]  Bank Name and Address: [Bank Name and Address]  Bank Swift Code: [1234567890]  IBAN Number: [1234567890] | **About our Services**  [marketing statement] |

Thank you for your business!