



The
9 essential elements
your
translation invoice
must have
- so you get paid on time!

Free translation invoice templates
available for download from our [website](#)

- 1. Your Details**
Name/company name, address, contact details, website, logo.
- 2. Tax / Business number**
If relevant.
- 3. Client Details**
Invoice should be addressed to your client. Include the name of person the invoice is to go to, or you dealt with.
- 4. Heading**
"Invoice" or "Invoice for Translation Services". Needs to be prominent.
- 5. Invoice Number**
Develop a numbering system that works for you.
- 6. Invoice Date**
Make this stand out.
- 7. Payment Terms & Method**
Specify how clients can pay you with relevant details for each method.
- 8. Description & Charge Basis**
Comprehensive description of document(s), language(s), service(s) provided, delivery time and method. State how you arrived at your charge – by quote, words, etc.
- 9. Total**
Or subtotal, amount of taxes and grand total.

Plus 2 other optional but recommended components:

- 10. "Thank you for your business"**
A nice gesture.
- 11. Marketing Component**
The services you provide, what sets you apart and why clients should use you. To keep you front of mind and help you get further work.

This checklist is a summary of our comprehensive 1500 word blog article with [everything you need to know to create professional translation invoices](#). See the full article for further explanation, invaluable tips and free templates.