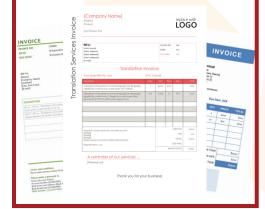




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This checklist is a summary of our comprehensive 1500 word blog article with <u>everything you need to know</u> to create professional translation invoices. See the full article for further explanation, invaluable tips and free templates.

9 essential elements your translation invoice must have

- so you get paid on time!

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.