



Associate Invoice Requirements

Below is a list of information that must be on all invoices that you submit for the services you provide. Failure to include all of the required information below may result in the delay of your invoice being paid.

- Invoice Date
- Project Code
 - Example: 030-1245
- Type of service and language pair (Source and Target)
 - Example: Japanese > English Translation
 - Example: German Consecutive Interpretation
- Total Amount Due
- Per Word Rate or Hourly Rate
- Total Word count or Hours
- Brief Project Description
- Email Address
- PayPal Email Address if applicable
- Telephone Number
- Social Security Number for individuals who reside in the United States
- Federal Tax Identification Number for Businesses that are incorporated
- Payee name (Who check should be made out to)
- Full address where payment should be sent.

Should be written as it would appear on an envelope and not on one line:

MultiLingual Solutions
22 West Jefferson Street, Suite 403
Rockville, MD 20850

Not: MLS, 22 West Jefferson Street, Suite 403, Rockville, MD 20850

- Payment policy is 30 to 45 days from date of invoice.
- Payment inquiries should only be for outstanding invoices beyond 45 days.
- Wire transfer fees and Overnight delivery requests will be deducted from payments due.

CHANGE OF ADDRESS:

You must send an email to Mark@MLSolutions.com if the address has changed where checks should be mailed.
WE DO NOT CHECK INVOICES THAT ARE SUBMITTED TO SEE IF ADDRESSES HAVE CHANGED.