

Assignment	Client	No. words	Rate	Start date	Deadline / Actual delivery date	Grand total + currency	Payment in GBP	How did they find me?	Invoice No.
Website localisation	Translators without Borders	15,000		xx/xx/xxxx	xx/xx/xxxx xx/xx/xxxx		pro bono	I applied as a volunteer	
XXX	XXX	2,300	X per word	xx/xx/xxxx	xx/xx/xxxx xx/xx/xxxx	XXX USD	XXX GBP	LinkedIn	1
Transcreation for X brand	YYY	1,285	X per hour	xx/xx/xxxx	xx/xx/xxxx xx/xx/xxxx	XXX GBP	XXX GBP	I sent them an email	2
							pro bono		
Total number of words year 2018		18,585				Total income in GBP	0		

I use a traffic light system for payments:

red = not paid

yellow = partially paid

green = paid