DIAMOND CO.

Freelance Translator’s Zero-Cost Invoice & Contract Boilerpl

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Downloadable Files:

1. **Invoice Template (PDF/Word)** – Pre-filled with placeholders for client details, services, rates, and payment terms.
2. **Contract Boilerplate (PDF/Word)** – Standard clauses for scope, payment, confidentiality, and termination.

Instructions:

1. **Invoice:**

- Replace `[Client Name]`, `[Date]`, `[Service Description]`, `[Rate]`, `[Total]`, and `[Payment Terms]` with your details.
- Save as PDF for secure sharing.
- *Limitations:* No tax calculations; adjust for local laws.

1. **Contract:**

- Fill `[Your Name]`, `[Client Name]`, `[Start Date]`, `[End Date]`, and `[Payment Schedule]`.
- Review clauses for compliance (e.g., GDPR, local labor laws).
- *Limitations:* Not a substitute for legal advice; tailor further if needed.

Usage:

- Host files on your site with a clear download button.
- Track downloads via Google Analytics or a simple counter.
- Send a 3-day follow-up survey (e.g., "How did you use this template?").

Maintenance:

- Update templates quarterly based on feedback.
- Keep the landing page live for 30 days post-launch.

Example Invoice (Text):

```
INVOICE #123
Date: [Date]
Client: [Client Name]
Service: Translation (1,000 words)
Rate: $50/word
Total: $50,000
Due: Net 30 days
```

Example Contract Clause:

```
1. Scope: Translator shall provide [Language Pair] translation services for [Project Description].
2. Payment: Client pays [Amount] upon receipt of invoice.
```

Design Source:

- Use a clean, professional template (e.g., Canva's "Minimalist Invoice" or "Legal Contract" templates).
- Avoid logos; focus on readability.

Code Snippet (HTML for Download Button):

```
<a href="invoice-template.pdf" download class="download-btn">Download Invoice Template</a>
```

Survey Prompt:

```
We'd love your feedback! How did the template help you? (1-5 stars)
[ ] Easy to customize
[ ] Missing key clauses
[ ] Other: _____
```