

INVOICE

[Consultancy Name]
[Street Address]
[City, State, Zip]
[Email / Phone]

Invoice #: [00000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

Bill To:

[Client Name]
[Company Name]
[Street Address]
[City, State, Zip]

Description of HR Services	Hours/Qty	Rate	Total
[Service Name - e.g., Strategic Planning]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Service Name - e.g., Compliance Audit]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Service Name - e.g., Recruitment Support]	[0.00]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]
Tax ([0] %): \$[0.00]
Total Amount Due: \$[0.00]

Payment Instructions: [Bank Name / Check Payable To / Digital Payment Link]

Thank you for your business.