

[HR Consultancy Name]

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

INVOICE

Invoice #: [00000]
Date: [Date]
Due Date: [Date]

Bill To:

[Client Company Name]
[Contact Name]
[Client Address]
[Client Email]

Project / Reference:

[Project Name or PO Number]

HR Service Description	Quantity/Hours	Rate	Total
[Service: e.g., Recruitment Fee - Role Name]	[1.0]	[\$0.00]	[\$0.00]
[Service: e.g., Employee Handbook Review]	[0.0]	[\$0.00]	[\$0.00]
[Service: e.g., Monthly HR Retainer]	[0.0]	[\$0.00]	[\$0.00]
Subtotal: \$0.00			
Tax ([0] %): \$0.00			

Total Amount: \$0.00

Payment Terms: [e.g., Net 30]
Wiring Instructions: [Bank Name / Account Details]

Thank you for your partnership.