

[CONSULTING FIRM NAME]

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

INVOICE

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

CLIENT

[Client Name]
[Attention: Name]
[Client Address]
[City, State, Zip]

PROJECT REFERENCE

[Project Name/Code]
Purchase Order: [PO #]
Consultant: [Lead Name]

DESCRIPTION OF SERVICES	HOURS / QTY	RATE	AMOUNT
[Consulting Service Name/Description] [Details of milestones or deliverables]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Consulting Service Name/Description]	[0.00]	[\$[0.00]]	[\$[0.00]]
Administrative / Reimbursable Expenses	[1]	[\$[0.00]]	[\$[0.00]]
Subtotal: \$[0.00]			

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

Payment Instructions:
Please make checks payable to [Consulting Firm Name] or transfer to:
Bank: [Bank Name] | Account: [Number] | Routing: [Number]

Thank you for your business.