INVOICE

[Your Company Name]
[Address Line 1]
[City, State, Zip]

Invoice #: [0000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILL TO:

[Client Name]
[Client Company]
[Address Line 1]
[City, State, Zip]

PROJECT DETAILS:

Project: [Project Name/Code]
Contact: [Client Point of Contact]

Description of Services	Hours/Qty	Rate	Amount
[Service Item 1: Phase/Milestone Name]	[0.00]	$[0.00]	$[0.00]
[Service Item 2: Consultancy Fees]	[0.00]	$[0.00]	$[0.00]
[Reimbursable Expenses]	[1]	$[0.00]	$[0.00]

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

PAYMENT INSTRUCTIONS:

Please make checks payable to **[Your Company Name]**.
Bank Transfer: [Bank Name] | Account: [Number] | Routing: [Number]

Thank you for your business.