

INVOICE

[Consulting Firm Name]
[Street Address]
[City, State, Zip]
[Tax ID/VAT Number]

Invoice #: [00001]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

Bill To:
[Client Company Name]
[Contact Name]
[Client Address]
[Client Email]

Project: [Project Name/Reference]
Retainer Period: [Start Date] - [End Date]
Payment Terms: Net [30]

DESCRIPTION	QUANTITY/HOURS	RATE	AMOUNT
Monthly Retainer Fee: [Strategic Consulting Services]	1.0	[\$[0.00]]	[\$[0.00]]
Additional Advisory Hours (Pre-approved)	[0.0]	[\$[0.00]]	[\$[0.00]]
Reimbursable Expenses (As per contract)	1.0	[\$[0.00]]	[\$[0.00]]

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

Payment Instructions:

Bank Name: [Name] | Account Name: [Name] | Account #: [0000] | Routing/Swift: [0000]

Please include invoice number in the payment reference. Late payments are subject to a [0]% monthly interest fee.