

INVOICE

[Consultancy Name]
[Street Address]
[City, State, Zip]

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

Billed To:

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

Terms:

Retainer Period: [Month/Year]
Due Date: [MM/DD/YYYY]

DESCRIPTION	HOURS/QTY	RATE	AMOUNT
Monthly Advisory Retainer - [Service Tier]	1	\$0.00	\$0.00
Additional Consultation Hours (Overages)	[0]	\$0.00	\$0.00

Subtotal: \$0.00

Tax: \$0.00

Total Balance Due: \$0.00

Payment Instructions:

Bank: [Bank Name] | Account: [Number] | Routing: [Number]

Please make checks payable to: [Consultancy Name]