

INVOICE

[Consultant Name/Firm]
[Address Line 1]
[City, State, Zip]
[Email/Phone]

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

BILL TO:

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

PROJECT:

[Project Name/HR Reference]

DESCRIPTION OF HR SERVICES	HOURS	HOURLY RATE	TOTAL
[Service Title - e.g., Employee Handbook Review]	[0.0]	[\$[0.00]]	[\$[0.00]]
[Service Title - e.g., Recruiting & Interviewing]	[0.0]	[\$[0.00]]	[\$[0.00]]
[Service Title - e.g., Compliance Audit]	[0.0]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]
Tax/Adjustments: \$[0.00]
Total Due: \$[0.00]

PAYMENT INSTRUCTIONS

Please make checks payable to **[Consultant Name]** or pay via Bank Transfer: **[Account Details]**.

Thank you for your business.