

INVOICE

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

Invoice #: [000]
Date: [Date]
Due Date: [Date]

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

Project:
[Internal Comms Project Name/Month]

Description of Services	Hours/Qty	Rate	Amount
[Service: e.g., Strategic Audit / Content Creation]	[0.0]	[\$[0.00]]	[\$[0.00]]
[Service: e.g., Newsletter Management]	[0.0]	[\$[0.00]]	[\$[0.00]]
[Service: e.g., Executive Ghostwriting]	[0.0]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]
Tax (if applicable): \$[0.00]

Total Due: \$[0.00]

Payment Instructions:

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

Please make checks payable to [Name].

Thank you for your business.