

HR CONSULTING SERVICES

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

INVOICE # _____

DATE: _____

DUE DATE: _____

BILL TO:

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

PROJECT REFERENCE:

[Project Name/ID]
[Consultant Name]

Service Description	Hours/Qty	Rate	Amount
Strategic HR Audit & Compliance Review			
Employee Relations Consulting			
Talent Acquisition Strategy			
Policy Development / Handbook Update			

Subtotal: \$0.00
Tax (____%): \$0.00
Total Amount Due: \$0.00

Payment Instructions:
Please make checks payable to [Your Company Name] or transfer via [Bank Details].

Thank you for your business.