

[HR Advisory Firm Name]

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

INVOICE

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

BILL TO

[Client Contact Name]
[Client Company Name]
[Client Address]
[Tax ID/VAT if applicable]

PROJECT / REFERENCE

[Project Name or HR Retainer Period]

Description of Services	Hours/Qty	Rate	Amount
[Service Item: e.g., Strategic HR Consulting]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Service Item: e.g., Recruitment Coordination]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Service Item: e.g., Policy Handbook Review]	[0.00]	[\$[0.00]]	[\$[0.00]]

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

Payment Terms: [Net 30/Due on Receipt]

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

Thank you for your business.