

ADVISORY INVOICE

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

INVOICE NUMBER
#00000

DATE
[Month Day, Year]

CLIENT / ATTENTION TO

[Client Name]
[Company Name]
[Address]
PROJECT REFERENCE

[Executive Coaching / Strategic Alignment]

PAYMENT TERMS

Net 30

DESCRIPTION OF SERVICES	QTY/HOURS	RATE	AMOUNT
Leadership Advisory Retainer - [Month]	1	\$0.00	\$0.00
Executive Coaching Sessions	0	\$0.00	\$0.00
On-site Workshop: [Title]	1	\$0.00	\$0.00

Subtotal \$0.00
Tax (0%) \$0.00
Balance Due \$0.00

PAYMENT INSTRUCTIONS

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

Thank you for your continued partnership in leadership excellence.