

**[Consultant Name/Agency]**

[Street Address]

[City, State, Zip]

[Email/Phone]

# INVOICE

Invoice #: [000]

Date: [MM/DD/YYYY]

Due Date: [MM/DD/YYYY]

**Bill To:**

[Client Name/Company]

[Client Address]

[Attention: Name]

Service Description	Hours/Qty	Rate	Total
[Project Planning & Strategy]	[0.0]	[\$[0.00]]	[\$[0.00]]
[Project Execution & Monitoring]	[0.0]	[\$[0.00]]	[\$[0.00]]
[Stakeholder Communications]	[0.0]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Tax ([0]%) \$[0.00]

**Total Amount Due: \$[0.00]**

**Payment Instructions:**

Bank Name: [Name] | Account: [Number] | Wire/Swift: [Code]

Notes: Thank you for your business. Please include invoice number in payment reference.