

# [Consultant/Agency Name]

[Address Line 1]  
[City, State, Zip]  
[Email/Phone]

## INVOICE

**Invoice #:** [00000]  
**Date:** [Date]  
**Billing Period:** [Month, Year]

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### CLIENT INFORMATION

**[Client Contact Name]**  
[Client Company Name]  
[Client Address]  
[Client Email]

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### PROJECT REFERENCE

**Project:** [Project Name/Ref]  
**Consultant:** [Lead Name]  
**PO Number:** [Reference #]

Description of Services (Retainer)	Hours/Qty	Rate	Amount
[Current Month] Project Management Retainer Fee - Strategic Planning, Resource Allocation, & Status Reporting	[1]	[\$[0.00]]	[\$[0.00]]
Additional Hours (Over Retainer Limit) - [Description of specific tasks]	[0]	[\$[0.00]]	[\$[0.00]]
Reimbursable Expenses - [Software licenses/Travel/Etc]	[1]	[\$[0.00]]	[\$[0.00]]

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

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**PAYMENT INSTRUCTIONS**

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Please remit payment within [X] days of invoice date.  
Bank Name: [Name] | Account #: [00000000] | Routing #: [00000000]  
Late payments may be subject to a [0] % monthly interest charge.