

[Consultant/Firm Name]

University Governance & Strategy

[Street Address]

[City, State, Zip]

INVOICE

Date: [MM/DD/YYYY]

Invoice #: [00000]

BILL TO:

[University Name]

[Department/Office of the Board]

[Attention: Name/Title]

[University Address]

PROJECT:

[Governance Review / Board Retreat]

PERIOD:

[Month, Year]

Description of Services	Hours/Qty	Rate	Total
[Board Policy Review & Bylaw Audit]	[0.0]	[\$[0.00]]	[\$[0.00]]
[Stakeholder Consultation & Committee Meetings]	[0.0]	[\$[0.00]]	[\$[0.00]]
[Administrative/Travel Expenses]	[1]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Tax: \$[0.00]

Balance Due: \$[0.00]

Payment Instructions:

Please make checks payable to [Firm Name].

For Wire/ACH: Bank: [Name] | Account: [Number] | Routing: [Number]

Thank you for your partnership in academic excellence.