

[CONSULTANCY NAME]

Boutique HR Solutions

INVOICE

#INV-001

Consultant

[Your Name / Company Address]
[City, State, Zip]
[Email / Phone]

Bill To

[Client Name]
[Company Name]
[Client Address]

DATE ISSUED	DUE DATE	PROJECT REFERENCE
[MM/DD/YYYY]	[MM/DD/YYYY]	[Project Name / PO #]

SERVICE DESCRIPTION	RATE	QTY/HOURS	AMOUNT
Strategic HR Advisory & Retainer	\$0.00	0	\$0.00
Talent Acquisition & Sourcing	\$0.00	0	\$0.00
Policy Development / Employee Handbook	\$0.00	0	\$0.00

Subtotal \$0.00

Tax (0%) \$0.00
Total Amount Due \$0.00

Payment Instructions: [Bank Name] | SWIFT: [Code] | Account: [Number]

Please include invoice number with your payment. Thank you for your partnership.