

[FIRM NAME]

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

INVOICE
[0000]
Date: [Date]
Due: [Date]

CLIENT

[Client Name]
[Company Name]
[Address Line 1]
[City, State, Zip]

PROJECT REFERENCE

[Project Name / Phase]
[Purchase Order #]

DESCRIPTION OF SERVICES	HOURS/QTY	RATE	AMOUNT
[Service Title - e.g., Strategic Advisory] [Brief detail/dates of work performed]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Service Title] [Brief detail]	[0.00]	[\$[0.00]]	[\$[0.00]]
Subtotal: \$[0.00] Tax ([0] %): \$[0.00] Total Amount Due: \$[0.00]			

PAYMENT INSTRUCTIONS

Wire Transfer: [Bank Name] | Swift/BIC: [Code] | Account: [Number]
Please include Invoice # in payment reference. Net [30] terms apply.