

HR CONSULTING INVOICE

[Your Company Name]
[Street Address]
[City, State, Zip]

Invoice #: [0000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILL TO:

[Client Contact Name]
[Client Company Name]
[Client Address]
[City, State, Zip]

PROJECT:

[Project Name/Reference]

Service Description (Fixed Fee)	Quantity	Amount
[Item Name: e.g., Employee Handbook Revision]	1	\$0.00
[Item Name: e.g., Recruitment Strategy Setup]	1	\$0.00
[Item Name: e.g., Monthly HR Retainer]	1	\$0.00
		Subtotal: \$0.00
		Tax (0%): \$0.00

Total Due: \$0.00

Payment Instructions:

Please make checks payable to [Your Name/Company].

For Bank Transfer: [Bank Name] | Account: [Number] | Routing: [Number]

Thank you for your business.