

INVOICE

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

Invoice #: [00001]
Date: [Date]
Due Date: [Date]

BILL TO:

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

PROJECT DETAILS:

Project: [Project Name/ID]
Contract Date: [Date]
PO Number: [Reference #]

Description of Deliverables / Milestones	Fixed Fee Amount
[Deliverable 1: Brief description of consulting service or project milestone]	\$0.00
[Deliverable 2: Brief description of consulting service or project milestone]	\$0.00
[Deliverable 3: Brief description of consulting service or project milestone]	\$0.00

Subtotal: \$0.00
Tax/Other (0%): \$0.00
Total Balance Due: \$0.00

PAYMENT INSTRUCTIONS

Please make all checks payable to **[Your Name/Business Name]**.
Bank Transfer: [Bank Name] | Account: [Number] | Routing: [Number]
Terms: Net [30] Days. Thank you for your business.