

[Writer Name/Agency]

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

INVOICE

[0000]
Date: [Month DD, YYYY]

Bill To:

[Organization Name]
[Contact Person]
[Organization Address]
[Tax ID/EIN]

Grant Details:

Grantor: [Foundation/Agency Name]
Project: [Name of Grant Project]
Due Date: [Submission Date]

Service Description	Hours/Qty	Rate	Total
Grant Research & Prospect Identification	0.0	\$0.00	\$0.00
Narrative Development & Drafting	0.0	\$0.00	\$0.00
Budget Coordination & Justification	0.0	\$0.00	\$0.00
Revision Cycles & Editing	0.0	\$0.00	\$0.00

Subtotal: \$0.00
Expenses: \$0.00
Total Due: \$0.00

Payment Terms: Due within [X] days. Please make checks payable to [Name].

Note: Professional fees for grant writing are generally not eligible for reimbursement from federal grant funds unless specified in the RFP.