

[AGENCY NAME]

[Street Address]
[City, State, Zip]
[Email/Phone]

INVOICE

Invoice #: [0000]
Date: [Date]
Due Date: [Date]

CLIENT

[Client Name]
[Contact Person]
[Client Address]
[Client Email]

Project

[Project Name/Reference]
PO Number: [0000]

SERVICE DESCRIPTION	HOURS/QTY	RATE	AMOUNT
[Consulting Service Name - e.g., Market Analysis]	[0.0]	[\$[0.00]]	[\$[0.00]]
[Consulting Service Name - e.g., Strategic Planning]	[0.0]	[\$[0.00]]	[\$[0.00]]

SERVICE DESCRIPTION

HOURS/QTY

RATE

AMOUNT

[Additional Expenses/Reimbursables]

[1.0]

[\$[0.00]

[\$[0.00]

Subtotal: \$[0.00]

Tax ([0] %): \$[0.00]

Total Due: \$[0.00]

Payment Instructions:

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

Please include Invoice # in payment reference.

Thank you for your business.