

INVOICE

HR Consulting Services

[Consultant/Company Name]
[Street Address]
[City, State, Zip]
[Email/Phone]

BILL TO:

[Client Name]
[Client Company]
[Address]

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

Description of HR Services	Hours/Qty	Rate	Total
Strategic HR Planning & Advisory	0.00	\$0.00	\$0.00
Recruitment & Talent Acquisition	0.00	\$0.00	\$0.00
Employee Relations & Compliance	0.00	\$0.00	\$0.00
Subtotal: \$0.00			
Tax: \$0.00			

Total Amount Due: \$0.00

Payment Instructions:

Please make checks payable to [Name] or pay via [Bank/Wire Details].
Net [30] days. Thank you for your business.