

INVOICE

[Your HR Consulting Name]
[Address Line 1]
[Email / Phone]

Invoice #: [000]
Date: [Date]
Due Date: [Date]

BILL TO:

[Client Name]
[Company Name]
[Address Line 1]
[City, State, Zip]

PROJECT/REFERENCE:

[e.g., Q3 Policy Review / Recruitment Support]

Service Description	Rate	Hours/Qty	Total
[HR Consulting Service Description]	\$0.00	0.0	\$0.00
[Compliance Audit / Handbook Update]	\$0.00	0.0	\$0.00
[Administrative/Travel Fees]	\$0.00	0.0	\$0.00
Subtotal \$0.00			
Tax (0%) \$0.00			
Amount Due \$0.00			

PAYMENT INSTRUCTIONS

Please make checks payable to [Your Name/Business].
Electronic transfers: [Bank Details or Payment Link]