

INVOICE

[Consultancy Name]
[Street Address]
[City, State, Zip]

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

Bill To:

[Client Name]
[Client Company]
[Client Address]

Description	Period	Rate	Amount
Monthly Retainer - Consulting Services	[Month, Year]	[\$[0.00]]	[\$[0.00]]
Additional Hours / Overage (if applicable)	[Qty] Units	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Tax: \$[0.00]

Total Balance Due: \$[0.00]

Payment Instructions:

Please make checks payable to [Consultancy Name] or pay via [Bank/Transfer Method].

Thank you for your business!