

INVOICE

HR Consulting Group
123 Business Way
City, State, Zip

Invoice #: [0000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

Client:

[Contact Name]
[Company Name]
[Address Line 1]
[Address Line 2]

HR SERVICE DESCRIPTION	RATE/HOUR	QTY/HOURS	TOTAL
Recruitment & Talent Acquisition	\$0.00	0	\$0.00
Employee Relations Consulting	\$0.00	0	\$0.00
Policy Development & Handbook Review	\$0.00	0	\$0.00
Payroll Administration Services	\$0.00	0	\$0.00

Subtotal: \$0.00
Tax (0%): \$0.00
Balance Due: \$0.00

Payment Instructions:

Please include invoice number with your payment. Checks payable to HR Consulting Group or via Bank Transfer to [Account Details].

Thank you for your business.