

INVOICE

[Consultant/Company Name]
[Address Line 1]
[Email / Phone]

Invoice #: [00000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILL TO:

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

PROJECT:

[Project Name/Reference]

SERVICE DATE	HR CONSULTING ACTIVITY DESCRIPTION	HOURS	RATE (\$)	TOTAL (\$)
[Date]	Strategic Planning / Employee Relations	0.00	0.00	0.00
[Date]	Recruitment & Talent Acquisition	0.00	0.00	0.00
[Date]	Compliance Audit / Policy Development	0.00	0.00	0.00

Subtotal: \$0.00
Tax (if applicable): \$0.00

Amount Due: \$0.00

Payment Instructions:

Please make checks payable to [Consultant Name] or transfer to [Bank Details/Account].

Thank you for your business.