

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

INVOICE

No: [00000]
Date: [Date]
Due Date: [Date]

Client:
[Client Name]
[Company Name]
[Address]
Project:
[Operations Analysis / Project Title]
Period:
[Start Date] - [End Date]

DATE	OPERATIONAL ACTIVITY / TASK	EFFICIENCY ANALYSIS / OBSERVATION	HOURS	TOTAL
[Date]	[Process Mapping: Supply Chain Logistics]	<i>[Identified 15% bottleneck in transit; recommended tier-2 vendor redundancy.]</i>	[0.00]	[\$[0.00]]
[Date]	[Workflow Audit: Internal Communications]	<i>[Redundant reporting cycles found; suggest automation of KPI dashboard.]</i>	[0.00]	[\$[0.00]]

DATE	OPERATIONAL ACTIVITY / TASK	EFFICIENCY ANALYSIS / OBSERVATION	HOURS	TOTAL
[Date]	[Resource Allocation Review]	<i>[Labor utilization at 72%; target 85% through shift re-alignment.]</i>	[0.00]	[\$[0.00]]

Subtotal: \$[0.00]
Tax/Expenses: \$[0.00]
Total Due: \$[0.00]

Payment Instructions:
[Bank Name] | [Account Number] | [Routing Number]
Please include invoice number with payment.