

INVOICE

Executive HR Consulting Services

Invoice #: _____

Date: _____

ISSUED BY

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

BILL TO

[Client Name]
[Company Name]
[Street Address]
[City, State, Zip]

DESCRIPTION OF HR SERVICES	RATE	QTY/HRS	TOTAL
Strategic Talent Acquisition & Executive Search	\$ 0.00	0	\$ 0.00
Organizational Development & Culture Consulting	\$ 0.00	0	\$ 0.00
Executive Coaching & Leadership Assessment	\$ 0.00	0	\$ 0.00

DESCRIPTION OF HR SERVICES	RATE	QTY/HRS	TOTAL
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Compliance Audit & Policy Development	\$ 0.00	0	\$ 0.00
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Subtotal: \$ 0.00
Tax: \$ 0.00
Balance Due: \$ 0.00

Payment Terms: Net [30] Days. Please make checks payable to [Your Name].

Wire Transfer / Banking: [Bank Name] | Account: [Number] | Routing: [Number]