

SERVICE INVOICE

HR Specialist: [Your Name/Company]
[Address Line 1]
[Email / Phone]

Invoice #: [0000]
Date: [Date]
Due Date: [Date]

Bill To:
[Client Name]
[Client Company]
[Client Address]

HR Service Description	Hours/Qty	Rate	Amount
Recruitment & Talent Acquisition	-	-	-
Employee Relations Consulting	-	-	-
Policy Development / Handbook Review	-	-	-
Training & Development Session	-	-	-

Subtotal: \$0.00

Tax (0%): \$0.00

Total Due: \$0.00

Payment Instructions:

Please make checks payable to [Your Name] or transfer via [Bank Details/Digital Payment].
Thank you for your business.