

INVOICE

[Your Name / Business Name]
HR Specialist & Consultant
[Address Line 1]
[City, State, Zip]
[Email / Phone]

Invoice #: [000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILL TO:

[Client Name / Company]
[Contact Person]
[Address Line 1]
[City, State, Zip]

PROJECT REFERENCE:

[Project Name or PO Number]

DESCRIPTION OF HR SERVICES	HOURS/QTY	RATE	AMOUNT
[Service Name: e.g., Recruitment, Policy Review, Training]	0.00	\$0.00	\$0.00
[Service Name]	0.00	\$0.00	\$0.00

Subtotal \$0.00
Tax ([0]%) \$0.00
Total Due \$0.00 [USD]

Payment Instructions:

Please make checks payable to: **[Your Name]**

Wire/ACH: [Bank Name] | Acc: [Account #] | Routing: [Routing #]

Thank you for your business.