

INVOICE

[HR Consulting Firm Name]
[Address Line 1]
[City, State, Zip]
[Email / Phone]

Invoice #: [000001]
Date: [Date]
Due Date: [Date]

Client:
[Client Company Name]
[Contact Person]
[Client Address]
Project Reference:
[e.g., Talent Acquisition / Policy Audit]

Service Description	Hours/Qty	Rate	Amount
[Service Item 1]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Service Item 2]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Service Item 3]	[0.00]	[\$[0.00]]	[\$[0.00]]
Subtotal: \$[0.00] Tax (0%): \$[0.00] Total Due: \$[0.00]			

Payment Instructions:
Please make checks payable to [Firm Name] or pay via [Bank/Wire Details].

Thank you for choosing [Firm Name] for your Human Resources needs.