

[Your Consulting Firm Name]  
[Address Line 1]  
[Address Line 2]  
[City, State ZIP]  
[Email] | [Phone]

INVOICE

Bill To

[Client Name]  
[Client Company]  
[Client Address Line 1]  
[City, State ZIP]

Invoice Details

Invoice #: [0001]  
Date: [YYYY-MM-DD]  
Due Date: [YYYY-MM-DD]

Description	Hours	Rate	Amount
Consulting Work (Month/Project)	10	\$200.00	\$2,000.00
Strategy Workshop	2	\$250.00	\$500.00
Report Preparation	3	\$150.00	\$450.00

Subtotal     \$2,950.00  
Tax (0%)     \$0.00  
**Total Due    \$2,950.00**

Payment is due within 15 days of invoice date.  
Please make payment to: [Bank Details / PayPal / etc.]  
Thank you for your business!