

[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!