Consultant Company Name

Address Line 1

Address Line 2

City, State ZIP

Phone: (xxx) xxx-xxxx

Email: email@example.com

Billed To:

Client Name/Company

Address Line 1

Address Line 2

City, State ZIP

Contact: contact@example.com

INVOICE

Invoice #: [xxxx]
Date: [yyyy-mm-dd]
Due Date: [yyyy-mm-dd]
Consultant: [Name]

DATE	DESCRIPTION OF WORK	HOURS	RATE	AMOUNT
[yyyy-mm-dd]	Consulting Service Description	[0]	[$0.00]	[$0.00]

Notes:

Thank you for your business.

Please make payment within [number] days to the bank account or payment details provided above.

Contact us if you have any questions regarding this invoice.

Subtotal
[$0.00]

Tax
[$0.00]

Total Due
[$0.00]