

# Invoice Receipt Sheet

Consultant Name

Enter consultant name

Invoice Number

Enter invoice number

Date

Client Name

Enter client name

Client Address

Enter client address

Project / Service

Enter project or service

## Invoice Details

#	Description of Service	Hours/Qty	Rate	Amount
1	<div>Description</div>	<div></div>	<div></div>	<div></div>
2	<div>Description</div>	<div></div>	<div></div>	<div></div>
3	<div>Description</div>	<div></div>	<div></div>	<div></div>
Subtotal				<div></div>
Tax (%)				<div></div>
Total				<div></div>

Notes / Additional Information

Add notes or payment instructions

Prepared By

Name

Date

Signature

Signature