CONSULTING INVOICE

CONSULTANT

Business name _____

Address _____

Phone / email _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

Billing period _____

BILL TO (CLIENT)

Company _____ Attention _____

Address _____

Email _____

ENGAGEMENT

Engagement _____

Statement of work _____ Lead consultant _____

MILESTONES

Item	Details	Qty	Unit	Rate	Amount

Milestones subtotal

ADVISORY HOURS

Item	Details	Qty	Unit	Rate	Amount

Advisory hours subtotal

EXPENSES, AT COST

Item	Details	Qty	Unit	Rate	Amount

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Subtotal	
Sales tax on fees, if applicable (_____%)	
Expenses, at cost	
Total	
Less: retainer applied	
Amount due	

BILLING NOTES

_____

_____

Please quote the invoice number with your payment.