

CONSULTING INVOICE

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From (Your Business)

Name: _____
Address: _____
Phone: _____
Email: _____

Bill To (Client)

Name: _____
Address: _____
Phone: _____
Email: _____

Invoice #:

Invoice Date:

Due Date:

Payment Terms:

Net 30

Description	Qty	Rate	Amount
<i>e.g. Discovery & assessment phase</i>	1	\$1,200.00	
<i>e.g. Strategy sessions (per hour)</i>	6	\$175.00	
<i>e.g. Implementation support & documentation</i>	1	\$900.00	

Subtotal _____

Tax (%) _____

TOTAL _____

Notes / Payment Instructions

Tip: Tie each line item to a deliverable or milestone from your proposal — it speeds up approval and payment.

