

# Consultancy Invoice

Our **customizable consultancy invoice form** sample allows you to easily tailor payment terms and details to suit your client agreements. It ensures clear communication of fees and deadlines, enhancing professionalism and prompt payments. Simplify your billing process with this user-friendly template designed specifically for consultants.

## Consultant Details

Name/Company	[Your Name or Company]
Address	[Your Address Line 1] [City, State, ZIP]
Email	[Your Email]
Phone	[Your Phone Number]

## Client Details

Client Name/Company	[Client Name or Company]
Address	[Client Address Line 1] [City, State, ZIP]
Email	[Client Email]
Phone	[Client Phone Number]

## Invoice Details

Invoice Number	[Invoice #]	Date	[Date]
Project or Service	[Description of Consulting Services]		

## Service Breakdown

Description	Hours/Qty	Rate	Amount
[Service 1]	[Qty]	[Rate]	[Subtotal]
[Service 2]	[Qty]	[Rate]	[Subtotal]
Subtotal			[Subtotal]
Tax ([%])			[Tax Amount]
Total Amount Due			[Total]

## Payment Terms

<b>Due Date</b>	[Due Date]
<b>Payment Methods</b>	[Bank Transfer / PayPal / Other]
<b>Late Payment Penalty</b>	[Late Payment Terms, e.g., 2% per month after due date]

*Thank you for your business!*