

Consultancy Invoice

Date: _____

Invoice Number: _____

Consultant Details

Name/Company: _____ Email: _____

Address: _____ Phone: _____

Client Details

Name/Company: _____ Email: _____

Address: _____ Phone: _____

Itemized Billing

#	Description of Service	Hours/Qty	Rate	Total
1	Consultation Meeting	_____	_____	_____
2	Project Analysis	_____	_____	_____
3	Report Preparation	_____	_____	_____
Subtotal				_____
Tax (if applicable)				_____
Total Amount Due				_____

Payment Instructions

Bank Name: _____

Account Number: _____

Sort Code / SWIFT: _____

Payment Due By: _____

Notes

Thank you for your business!