

INVOICE

Consultant:

John Doe Consulting
123 Main Street
Anytown, ST 12345
Phone: (555) 123-4567
Email: john@doeconsulting.com

Invoice #: 2024-003**Date Issued:** 2024-06-12**Due Date:** 2024-06-26**Client:**

Client Company LLC
789 Client Ave.
Cityplace, ST 67890
Phone: (555) 987-6543
Email: client@email.com

Project: Business Process Improvement

Date	Description of Services	Hours	Rate	Amount
2024-05-01	Initial client meeting & needs assessment	2	\$150	\$300
2024-05-03	Process workflow analysis	3.5	\$150	\$525
2024-05-05	Strategy development & documentation	5	\$150	\$750
Subtotal				\$1,575
Tax (0%)				\$0
Total Due				\$1,575

Payment Terms:

Please make payment within **14 days** of the invoice date. Late payments may be subject to a 2% monthly late fee.

Payment Methods:

Bank Transfer, Check, PayPal

Bank details available upon request.

Thank you for your business!