

Consultancy Invoice

Consultant: [Your Name / Company Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Contact Number]

Invoice To: [Client Name / Company Name]

Client Address: [Client Address]

Invoice Number: [#####]

Date of Issue: [YYYY-MM-DD]

Due Date: [YYYY-MM-DD]

Service Details

Description	Hours Worked	Hourly Rate	Amount
[Consultancy Service Description]	[Number of Hours]	[Hourly Rate]	[Subtotal]
Subtotal:			[Subtotal Amount]
Tax ([Tax Rate]%):			[Tax Amount]
Total Amount Due:			[Total Due]

Payment Instructions:

[Bank Account Details or Payment Link]

Please make payment by the due date.

Thank you for your business!