

# 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!