

Consulting Services Invoice Form

This **consulting services invoice form** is designed to streamline billing by clearly outlining payment terms and conditions. It ensures transparency and professionalism, facilitating timely payments and effective client communication. The payment terms section highlights deadlines and accepted methods to avoid misunderstandings.

Invoice Details

Invoice Number	[_____]	Date	[_____]
Consultant Name	[_____]	Client Name	[_____]
Consultant Address	[_____]		
Client Address	[_____]		

Services Provided

Description of Service	Hours/Units	Rate	Amount
[_____]	[_____]	[_____]	[_____]
		Subtotal	[_____]
		Tax	[_____]
		Total	[_____]

Payment Terms

- Due Date:** Payment is due within [30] days from the invoice date.
- Accepted Payment Methods:**
 - Bank transfer (Account #: [_____])
 - Check (Payable to: [Consultant Name])
 - Other: [_____]
- Late Payment Penalty:** [2]% per month will be charged on overdue balances.
- For any questions about this invoice, please contact [Consultant email/phone].

Thank you for your business!