

# Consultancy Invoice

For Small Businesses

Invoice #: INV-2024-001  
Date: 2024-06-17  
Due Date: 2024-07-01

Bill To:  
Client Business Name  
Client Address Line 1  
Client Address Line 2  
Email: client@email.com

From:  
Your Consultancy Name  
Your Address Line 1  
Your Address Line 2  
Email: your@email.com

Description of Services	Hours	Rate	Amount
Business Process Consultation	10	\$50.00	\$500.00
Strategy Planning Session	5	\$75.00	\$375.00
Subtotal			\$875.00
Tax (10%)			\$87.50
Total Due			\$962.50

Payment Terms:  
Payment is due within 14 days from the invoice date. Please make payment via bank transfer to:  
Bank Name: Sample Bank  
Account Name: Your Consultancy Name  
Account Number: 123456789  
IFSC Code: SAMPLE1234

This **professional consultancy invoice form sample** is designed specifically for small businesses to streamline billing. It ensures clear communication of services rendered and payment terms. Using this template helps maintain organized financial records and improves client trust.

Thank you for your business!