

# 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
<b>Subtotal</b>			<b>\$875.00</b>
Tax (10%)			\$87.50
<b>Total Due</b>			<b>\$962.50</b>

### 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!