

Professional Invoice Example PDF for Consulting Services

Download this **professional invoice** example PDF tailored specifically for consulting services, designed to streamline your billing process. The template includes clear sections for service details, rates, and payment terms to ensure accurate and timely payments. Enhance your business communication with this easy-to-use and customizable invoice format.

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Sample Invoice Preview

INVOICE	
From: Jane Smith Consulting 123 Business Road City, State ZIP Email: jane@smithconsulting.com	To: Client Company LLC 789 Client Ave Client City, State ZIP Email: billing@clientcompany.com
Invoice Number: 2024-015 Invoice Date: 2024-06-15	Due Date: 2024-07-01 Terms: Net 15

Description of Services	Hours	Rate	Amount
Consulting Session: Strategic Planning	8	\$200.00	\$1,600.00
Follow-up Reporting & Documentation	5	\$200.00	\$1,000.00
Subtotal:			\$2,600.00
Sales Tax (0%)			\$0.00
Total Due:			\$2,600.00

Payment Instructions:

- Bank Transfer: Account #987654321, Routing #021000021
- PayPal: payments@smithconsulting.com
- Checks payable to: Jane Smith Consulting

Thank you for your business! For questions regarding this invoice, please contact Jane Smith at jane@smithconsulting.com.