

# CONSULTANT INVOICE TEMPLATE



## CONSULTANT INVOICE

INVOICE DATE      WORK ORDER NO.      INVOICE NO.

### CONSULTANT

|              |
|--------------|
| COMPANY NAME |
| CONTACT NAME |
| ADDRESS      |
| ADDRESS      |
| ADDRESS      |
| TELEPHONE    |
| EMAIL        |

### CLIENT

|              |
|--------------|
| COMPANY NAME |
| CONTACT NAME |
| ADDRESS      |
| ADDRESS      |
| ADDRESS      |
| TELEPHONE    |
| EMAIL        |

### TERMS

| HOURLY SERVICES | HOURS              | RATE | TOTAL        |
|-----------------|--------------------|------|--------------|
|                 |                    |      |              |
|                 |                    |      |              |
|                 |                    |      |              |
|                 |                    |      |              |
|                 |                    |      |              |
|                 |                    |      |              |
|                 |                    |      |              |
|                 |                    |      |              |
|                 | <b>TOTAL HOURS</b> |      | <b>TOTAL</b> |

| FLAT RATE SERVICES + ADDITIONAL CHARGES | TOTAL        |
|---|--------------|
|   |              |
|   |              |
|   |              |
|   |              |
| Remarks / Instructions:                 | <b>TOTAL</b> |

Please make check payable to

For questions concerning this invoice, please contact

enter percentage

enter initial payment amount

|              |  |
|--------------|--|
| SUBTOTAL     |  |
| TAX RATE     |  |
| TOTAL TAX    |  |
| OTHER        |  |
| GRAND TOTAL  |  |
| LESS PAYMENT |  |
| TOTAL DUE    |  |

# THANK YOU

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