# Consulting Invoice

**Your business name and address**

**Bill to**

**Invoice number**

**Issue date**

**Due date**

**Engagement letter or proposal reference and date**

**Client purchase order number and accounts-payable contact**

**Service period, or the milestone being billed**

**Fee basis on each line: hours × rate, days × day rate, retainer or fixed fee**

**Milestone number and share of the project fee (for example 2 of 3, 30%)**

**Retainer: time included, time used and any extra time billed**

**Dates and tasks behind hourly or daily lines**

**Travel and other expenses at cost, with receipt references**

**Not-to-exceed cap and amount billed to date, if the agreement sets one**

**Late-payment clause from the engagement letter**

| Description | Quantity | Rate | Amount |
|---|---|---|---|
| | | | |
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**Currency**

**Subtotal**

**Tax rate and amount**

**Total**

**Payment instructions**

**Notes and references**

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Consulting Invoice / InvoiceQuickly. Printable blank form: fill it in by hand and work out the totals yourself. Regional or document certification is not implied.