

INVOICE

Consulting invoice template
avoinvoice.com

FROM

Your business name _____

Address _____

Phone · email _____

BILL TO

Client name _____

Client address _____

Phone · email _____

INVOICE #	DATE	DUE DATE
PO / CONTRACT #	BILLING PERIOD	APPROVER

DESCRIPTION	QTY × RATE	AMOUNT
Consulting — hours × rate (period)		
Day rate — date, on site / remote		
Retainer — month		
Milestone / deliverable (accepted on)		
Expenses at cost (receipts attached)		

NOTES & PAYMENT TERMS

Net 15. Please pay by ACH (details below) or card via the link. Late payments accrue 1.5% per month.

Subtotal

Tax

TOTAL DUE