

▪ [myCompany] ▪

## INVOICE

*Invoice number:* [number]      *Invoice Date:* [today]

*To:* [contact]  
[client]  
[street]  
[city], [state] [zip]

*Period:* [startdate] thru [enddate]

*Hourly rate:* \$[rate]

*Consulting fees:* [rate]/hr) \$[billings] (\$[hours]hrs @ \$

*Expenses:* \$[expenses]

***Amount due:***      **\$[total]**

*Payment due net 30*

▪

[myStreet]  
[myCity], [myState] [myZip]  
[myPhone]