

# Consulting Invoice

## Consultant

**Name:** Jane Doe Consulting  
**Address:** 123 Business Lane, City, State, ZIP  
**Email:** info@janeconsult.com  
**Phone:** (555) 123-4567

## Client

**Name:** Microsoft Corporation  
**Address:** One Microsoft Way, Redmond, WA 98052  
**Email:** contact@microsoft.com  
**Phone:** (425) 555-1234

**Invoice #:** 2024-001  
**Date of Issue:** 2024-06-10  
**Due Date:** 2024-06-24

**Payment Terms:** Net 14

**Currency:** USD

## Consulting Services

Description	Hours	Rate	Amount
Excel Dashboard Development	10	\$100	\$1,000
Microsoft Excel Training (Online)	6	\$80	\$480
Custom VBA Scripting	4	\$120	\$480
Subtotal			\$1,960
Sales Tax (5%)			\$98
<b>Total</b>			<b>\$2,058</b>

### Bank Transfer Details:

Bank: ABC National Bank  
Account Name: Jane Doe Consulting  
Account Number: 123456789  
SWIFT/BIC: ABCDUS12

## Important Notes

- This invoice serves as a formal request for payment for services rendered.
- Double-check all client and consultant details to ensure accuracy.
- Include a detailed description of services to prevent disputes.
- Retain a copy of the invoice for your records and tax purposes.
- Consulting invoices may be used as supporting documents for payment processing and auditing.