

Consulting Agency LLC  
123 Main Street, Suite 500  
New York, NY 10001  
Phone: (123) 456-7890  
Email: info@consultagency.com

# INVOICE

**Billed To:**  
Google Inc.  
1600 Amphitheatre Parkway  
Mountain View, CA 94043  
contact@google.com

**Invoice #:** INV-2024-001  
**Date Issued:** June 18, 2024  
**Due Date:** July 2, 2024

Description of Services	Hours	Rate	Total
Consulting - Cloud Infrastructure Review	12	\$200	\$2,400
Strategy Meeting & Recommendations	6	\$200	\$1,200
Follow-up Support & Documentation	4	\$200	\$800

**Subtotal:** \$4,400  
**Tax (0%):** \$0  
**Total Due:** **\$4,400**

## Payment Details

Please remit payment within 14 days.  
Bank Transfer: Account #123456789 | Routing #00112233  
For questions, contact: billing@consultagency.com

## Important Notes

- This invoice serves as a formal request for payment for professional consulting services rendered.
- Descriptions should clearly specify the scope of work and hours/units billed.
- Clients should retain a copy of the invoice for their financial records.
- Ensure all payment terms, such as due dates and payment methods, are clearly outlined.
- Contact details should be provided for any billing questions or clarifications.