

# Consultant Payment Voucher

Payment Voucher for Consultant Services

Voucher No.

CPV-2024-045

Date

2024-07-01

Prepared By

Emily Wright

Consultant Name

John Doe

Consultant ID

CONS-1087

Project Name

Market Analysis 2024

Consultant Address

123 Elm Street, Suite 5B, NY 10101

Contact Number

+1 555 789 1234

| Description of Service                | Period   | Rate       | Hours/Days | Amount (USD)             |
|---------------------------------------|----------|------------|------------|--------------------------|
| Market research and analysis report   | Jun 2024 | \$1000/day | 3 days     | \$3,000                  |
| Presentation & strategy session       | Jun 2024 | \$850/day  | 2 days     | \$1,700                  |
| <strong>Subtotal</strong>             |          |            |            | <strong>\$4,700</strong> |
| <strong>Withholding Tax (5%)</strong> |          |            |            | <strong>\$235</strong>   |
| <strong>Total Amount Payable</strong> |          |            |            | <strong>\$4,465</strong> |

Payment Method

Bank Transfer

Bank Name

Bank of America

Account Number

\*\*\*\* 2245

Consultant Signature

Authorized Officer

Date

- This voucher must be supported by a valid contract or agreement with the consultant.
- Ensure all services and deliverables are completed and verified before processing payment.
- Withholding tax must be deducted as per local regulations and documented accordingly.
- Accuracy of banking details is the responsibility of the consultant.
- Retain a signed copy for audit and record-keeping purposes.