

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
Subtotal				\$4,700
Withholding Tax (5%)				\$235
Total Amount Payable				\$4,465

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.