

Project-Based Consulting Invoice

Consultant / Firm

Consulting Company Name

Address

Phone

Email

Client

Client Name

Client Address

Client Phone

Client Email

Invoice Details

Invoice Number

Project Information

Project Title / Description

e.g. Website Redesign & Implementation

Project Terms

Summarize key project terms or deliverables...

Project Fee Breakdown

Milestone / Deliverable	Description	Amount
Milestone 1	Description	0.00

Milestone / Deliverable	Description	Amount
Milestone 2	Description	0.00
Milestone 3	Description	0.00

Subtotal	0.00
Taxes	0.00
Total	0.00

Payment Instructions

Enter bank details, payment method, or other payment instructions...

Important Notes

- Project-based invoices reflect fees tied to specific project milestones or deliverables.
- Ensure each milestone is clearly described and corresponds with the agreed contract terms.
- Verify all amounts and tax calculations before submission.
- Define payment terms and due dates to avoid disputes.
- Keep a copy of the signed contract and invoice for your records.