

Sample invoice for reference only

Your Consulting Practice

billing@yourpractice.com | (555) 240-8817 | 1420 Marquette Ave, Suite 310, Minneapolis, MN 55403

INVOICE

Invoice #: 2026-118
Invoice date: July 23, 2026
Due date: August 22, 2026
Service date: Period covered: July 1 to July 31, 2026

BILL TO

Northgate Manufacturing, Inc.
accountspayable@northgatemfg.com | (555) 661-2094
Attn: Accounts Payable, 88 Chandler Park Dr, Detroit, MI 48213

Description	Qty	Rate	Total
Monthly advisory retainer 20 hours included	1	\$3,700.00	\$3,700.00
Additional hours beyond retainer 4.5 hours over the 20-hour allowance	4.5	\$185.00	\$832.50
Discovery workshop, half day Fixed fee, separate from the retainer allowance	1	\$1,200.00	\$1,200.00
Travel, billed at cost Airfare and ground transport	1	\$412.60	\$412.60
Third-party data license Market dataset, resold at cost	1	\$89.00	\$89.00
Subtotal			\$6,234.10
Tax (6% on licensed goods only)			\$5.34
Total			\$6,239.44

PAYMENT TERMS

Net 30. Payable by ACH or check. Remit PO #NG-4471 with payment.

NOTES

SOW #SOW-2026-044 approved 2026-06-24. PO #NG-4471. Approved in writing 2026-07-14: 4.5 hours beyond the monthly retainer, plus client-approved travel and a third-party data license. Monthly advisory retainer, 20 hours included. The 4.5 additional hours are billed above at the agreed hourly rate of \$185.00.

Thank you for your business.

Example only. Line item pricing varies by market, job scope, and business. Confirm your own pricing before quoting a client. Confirm your local sales tax rules and rate before adding tax to an invoice.

[email] | [phone] | [business address]

Invoice #: _____

Invoice date: _____

Due date: _____

Service date: _____

[client billing address, attn: accounts payable]

Thank you for your business.