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INVOICE

INVOICE NO.	INVOICE DATE	DUE DATE	CLIENT PO NO.	ENGAGEMENT / SOW	TOTAL ENGAGEMENT FEE

BILL TO

Name

Company

Address

Phone / email

CONSULTANT

Business

Address

Phone / email

Tax ID / EIN

Milestone / deliverable	Accepted on	% of fee	Milestone fee	Status

Milestones billed on this invoice	
Tax rate (%)	
Tax	
Amount due	

Previously invoiced

Invoiced to date incl. this

Remaining on engagement

HOW TO PAY

Bank / account

Routing / sort code

Online / app

Make checks payable to

TERMS

Payment terms

Late fee

Acceptance reference