[Your business name]

[Address]
[City, region, postcode]
[you@example.com]

INVOICE

Invoice no. **INV-0001**

BILL TO

[Client name]

[Client address]
[client@example.com]

Description	Qty	Rate	Amount
Monthly retainer — advisory [Engagement or SOW reference] · [Month]	1	$0.00	$0.00
Additional workshop or project day	1	$0.00	$0.00
Travel and expenses at cost	1	$0.00	$0.00

Subtotal	$0.00
Total (USD)	**$0.00**
Balance due (USD)	**$0.00**

PAYMENT DETAILS

[How to pay: bank, PayPal, or other details]

NOTES

Please quote the invoice number and engagement reference on payment.

TERMS

Payment is due within 30 days of the invoice date (Net 30).