

★ *Original* ★

CONSULTING

INVOICE

by
CINDY TONKIN



Sample invoice template - customise for your needs!

Aragon Gray Pty Ltd
 ABN 50 058 095 631
 Tax invoice number: CC0799

10th May 2019
 to:
 Colleen Client
 Human Resources Division
 Typical Client Organisation Pty Ltd
 20 Client Street
 Client Town

For consulting services provided to the Human Resources area by Lucinda Bright, at a daily rate of \$3300 including GST.

Project task	Days	Rate ex. GST
Interviews 26 May 2019	0.75	2250
Create questionnaire and circulate 2 June 2019	0.5	1500
Interviews 4 June 2019	0.25	750
Pick up questionnaires, analyse and design workshop 10 June 2019	1.5	4500
Present management outline workshop 11 June 2019	No charge	
Present first half day workshop (current state analysis) 11 June 2019	0.5	1500
Design full day workshop 30 June 2019	0.5	1500
	Total ex GST	3.0 days
		\$12,000
	GST	\$1,200
	Total including GST	\$13,200

Total due within 7 days

How to pay:

- by bank transfer to NameofMyBank BSB 553 559 account number 1234 5678
- by paypal paypal@consultantsconsultant.com.au

Best of luck with your consulting

Hey there, welcome to Consulting. It's a wild and fabulous way to work!

I wish you all the joy, independence and challenge you wish for.

This is an Invoice template.

It's just a sample, please customise it as you see fit.

You'll find more words around the whys and wherefores and justifications of each element of the invoice in *The Consultant's Guide 6: Keep your Consulting Business Going*. (<https://cindytonkin.com/books>)

You'll also find there all of the other things you need to run your business: templates for Terms and Conditions, Action plans, Timesheets, and more.

You can see (and buy) all eleven of the Consultant's Guides at cindytonkin.com/books

Good luck with your consultancy!

A handwritten signature in orange ink that reads "Cindy". The signature is written in a cursive, flowing style with a large loop at the top and a long, sweeping underline.

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