

**SAMPLE INVOICE on your letterhead**

**Consultants – R - Us**

1234 Your Street, Seattle, WA zip code (206) 222-2222 your email address

**INVOICE FOR SERVICES**

**Invoice Number:** \_\_\_\_\_

**Tax ID Number:** \_\_\_\_\_

Date of Invoice: 9/15/13

UW Professional & Organizational Development

ATTN: Kim Delaney

Client: Office of Change

Jan Doe, Vice President for Office of Change

Organization Development

7/29/13	Interview Staff	2 hours @ \$100	\$200
7/30/13	Interview Staff	2 hours @ \$100	\$200
8/1/13	Review Notes	3 hours @ \$50	\$150
8/6/13	Meet with Vice Pres.	3 hours @ \$100	\$300
8/13/13	Team Meeting	4 hours @ \$100	\$400

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**Total Charges**

**\$1,250**