PROGRESS INVOICE

|  |  |
| --- | --- |
| **Client Name:** [Client's Name]  **Project Name:** [Name of Consulting Project]  **Project Description:** [Description of Consulting Project]  **Billing Period:** [Start Date] - [End Date] | Invoice #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Description** | **Quantity** | **Rate** | **Amount** |
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|  | | **SUBTOTAL** |  |
| **TAX** |  |
| **TOTAL** | **$0.00** |

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| --- | --- |
| **Payment Details:**  **Bank Name:** [Your Bank Name]  **Account Number:** [Your Account Number]  **Routing Number:** [Your Routing Number]  **SWIFT/BIC:** [Your SWIFT/BIC] | **Terms and Conditions:**  Payment is due within [Number] days of invoice date.  Late payments are subject to a [Percentage]% late fee.  All deliverables remain the property of [Your Company Name] until paid in full.  Any disputes must be notified within [Number] days of receipt of invoice. |

**Thank you for your business!**