

Consulting Invoice Template

A consulting invoice template for firms and independent consultants with multi-rate team billing.

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What You Will Get

- **Multi-rate team billing** — Different roles billed at different hourly rates on one invoice
- **Expense reimbursement section** — Travel, software, and third-party costs passed through to client
- **Retainer balance tracker** — Hours remaining, draw-down history, and overage billing
- **Engagement reference** — Links invoice to the specific SOW or engagement letter
- **Billing period summary** — Clear start/end dates for the period covered

Invoice Header

| | | | |
|----------------------------------|-----------------------|--------------------------------------|----------------------|
| CONSULTING FIRM | | CLIENT / BILL TO | |
| Firm name, address, email, phone | | Company, billing address, AP contact | |
| INVOICE # | ENGAGEMENT REF | BILLING PERIOD | PAYMENT TERMS |
| INV-2026-012 | SOW-2026-003 | Mar 1-31, 2026 | Net 30 |

Professional Services — Team Billing

| CONSULTANT / ROLE | HOURS | RATE | AMOUNT |
|------------------------------|-------|-------|---------|
| J. Smith — Senior Consultant | 24.0 | \$250 | \$6,000 |
| A. Chen — Analyst | 40.0 | \$150 | \$6,000 |

| CONSULTANT / ROLE | HOURS | RATE | AMOUNT |
|--------------------------------|-------|-------|-----------------|
| M. Rodriguez — Project Manager | 8.0 | \$200 | \$1,600 |
| Services subtotal | | | \$13,600 |

Expense Reimbursement

| DATE | DESCRIPTION | CATEGORY | AMOUNT |
|--------------------------|-----------------------|----------|--------------|
| 03/10 | Flight to client site | Travel | \$480 |
| 03/10-12 | Hotel (2 nights) | Travel | \$340 |
| 03/15 | Survey tool license | Software | \$120 |
| Expenses subtotal | | | \$940 |

Retainer Balance

| RETAINER POOL | USED TO DATE | THIS PERIOD | REMAINING |
|----------------|---------------|---------------|---------------|
| 100 hrs | 72 hrs | 72 hrs | 28 hrs |

Invoice Total

| | |
|-----------------------|--------------------|
| Professional services | \$13,600.00 |
| Expenses | \$940.00 |
| Tax (0%) | \$0.00 |
| Total Due | \$14,540.00 |

Tip: Track time daily, not weekly. Reconstruct a week from memory and you'll under-report by 20-30%.

Related Templates

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- [Freelance Invoice Template](#) — Simpler format for solo freelancers billing at one rate
- [Retainer Tracker Template](#) — Track monthly retainer usage across billing periods