



# INVOICE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Invoice No: \_\_\_\_\_

Date: \_\_\_\_\_

Due Date: \_\_\_\_\_

Project Code: \_\_\_\_\_

## CLIENT DETAILS (BILL TO)

Client Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Email: \_\_\_\_\_

## PROJECT DETAILS

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Contract Ref: \_\_\_\_\_

Phase / Milestone: \_\_\_\_\_

ITEM	DESCRIPTION OF PM SERVICES / DELIVERABLES	QTY / HOURS	UNIT RATE	TOTAL AMOUNT
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____

Subtotal: \_\_\_\_\_

Tax / VAT: \_\_\_\_\_

Retainage / Withholding: \_\_\_\_\_

**Total Due:** \_\_\_\_\_

## PAYMENT TERMS & INSTRUCTIONS

Terms: \_\_\_\_\_

Late Fee Policy: \_\_\_\_\_

## BANK TRANSFER DETAILS

Bank Name: \_\_\_\_\_

Account Name: \_\_\_\_\_

Account No / IBAN: \_\_\_\_\_

BIC / SWIFT: \_\_\_\_\_

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Prepared By (Project Manager)

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Approved By (Client Representative)