

# CONSULTANT INVOICE & PAYROLL RECONCILIATION

Consulting Service Agreements

<b>Consultant Name</b>		<b>Invoice Number</b>	
<b>Agreement Date</b>		<b>Billing Period From</b>	
<b>Client Name</b>		<b>Billing Period To</b>	
<b>Project / Service</b>		<b>Submission Date</b>	

## 1. BILLABLE HOURS & PROFESSIONAL SERVICES

DATE	DESCRIPTION OF SERVICES RENDERED	HOURS	HOURLY RATE	TOTAL AMOUNT
Total Billable Hours & Services				

## 2. REIMBURSABLE EXPENSES & ADJUSTMENTS

DATE	CATEGORY	EXPENSE DESCRIPTION / JUSTIFICATION	AMOUNT
Total Reimbursable Expenses			

## 3. PAYROLL RECONCILIATION SUMMARY

<b>Gross Consulting Fees</b>	
<b>Total Reimbursable Expenses</b>	
<b>Less: Retainers / Pre-payments</b>	

<b>Less: Tax Withholdings (If Applicable)</b>	
<b>Other Adjustments</b>	
<b>Net Payroll Payout Amount</b>	

\_\_\_\_\_  
Consultant Signature Date

\_\_\_\_\_  
Authorized Approver Signature Date