



Install **Invoice Manager**  
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**to generate PDF invoice**



**Date Picker**

**adds a calendar**  
**to date cells**



**Fomula Manager**

Find, update, analyze, import and export  
Excel formulas and defined names

**Password Remover**

**for Excel** 

## **Invoice Format for HR Consultancy**

**BoostExcel.com**

Template#: c5153

Title: Invoice Format for HR Consultancy

Category: [Consulting](#)

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Scroll down to find the PDF invoice on the next page.

# HR Consultancy



# INVOICE

HR Consultancy Address  
 HR Consultancy City, State ZIP  
 HR Consultancy Phone  
 Company Number #  
 VAT #

**DATE:** July 13, 2006  
**INVOICE #:** INV1027  
**Customer #:** C1017

Invoice To	
Name	Aylesbury School
Company	Finance Dept
Address	Wal Road
City, ST ZIP	Aylesbury
Phone	
Email	

Ref #
Consultant Name
Tracey Broadfoot
Terms
30 days

Item#	Description	Hours	Hourly Rate	Line Total
hr1	Employee engagement	1	200.00	200.00
hr2	Compensation	1	300.00	300.00
hr3	Employee benefits	1	400.00	400.00
hr4	Actuarial and retirement	2	500.00	1,000.00
hr5	Mergers and acquisitions	2	600.00	1,200.00
hr6	Talent mobility	2	700.00	1,400.00

<p><b>Notice of Assignment</b>                  The amount payable under this invoice has been assigned to  <b>xxxxx business name</b>                  Payments should be made only to them at                  xxxxxx                  Payment should not be made to any other party.                  Credit Transfers to: xxxx</p>	SUBTOTAL	4,500.00
	VAT 17.50%	787.50
	<b>TOTAL (£)</b>	5,287.50
	<b>PAID</b>	-
	<b>TOTAL DUE (£)</b>	5,287.50

*THANK YOU FOR YOUR BUSINESS!*

*Please pay within terms to protect your rebate entitlement.*

Terms of Business available at - (link to Terms web page)