Company Name
Company Address

November 1, 2009

[client address]

Subject: Invoice #

Dear [client]:

During the month of October I performed consulting services for the [client] These services are detailed in an attachment to this invoice.

Fee:	2.8 hrs.	@ $ [rate]	$	0.00
Travel:			$	0.00
Total Fee and Expenses:			$	0.00
Total Amount Due On This Invoice:			$	0.00

I appreciate the opportunity to be of service to [client]

Sincerely,

[signature]

[client name]

Dates	October 2009	Hours
8	Draft document about…..	0.6
13	Attend meeting about…..	1.2
15	Participate in conference call regarding….	0.8
24	Call Bill Smith about participating….	0.2
	Total Hours	2.8

[NOTE: I highly recommend that you provide this level of detail to your clients. I believe it builds trust between you and your client regarding what they are getting for their money. If you only bill them for the end product, they may feel they have overpaid because they may not have a good understanding of what it takes to produce that product.]