CONSULTANT INVOICE

All Vendors and Independent Contractors must submit a signed invoice on their own letterhead in order to be paid. Consultant invoices should include the nature of the consulting project and the date range for completion. The following Invoice example can be used as a guide.

Business Name
Street Address
City, State and Zip Code
Phone Number

INVOICE

Customer
Academy for Professional Excellence
6505 Alvarado Road, Suite 107
San Diego, CA 92120

Description	Unit Price	Total
Consulting on…….(nature of consulting project) Date range of consulting project	$	$
	TOTAL	$

_____
Consultant Signature

The signature of the project director/principal investigator certifies that work stated in the invoice of the aforementioned agreement is completed satisfactorily and that all deliverables have been received in accordance with the specific period of time stated on the attached invoice.