

ENGINEERING CONSULTANT INVOICE

INVOICE NO.

DATE ISSUED

DUE DATE

PROJECT / PO REFERENCE

BILLING PERIOD

FROM (CONSULTANT / FIRM)

BILL TO (CLIENT)

PROFESSIONAL SERVICES (labour category x hours)

One line per labour category; write the phase or % complete in the description if your contract bills that way.

DESCRIPTION	HOURS	RATE	AMOUNT
Principal engineer			
Project engineer			
Designer / CAD technician			

Services subtotal

REIMBURSABLE EXPENSES (at cost)

DESCRIPTION	QTY	UNIT COST	AMOUNT

Expenses subtotal

NOTES

Subtotal

Tax

TOTAL DUE

Reference the contract or proposal. Bill labour categories as separate hourly lines and reimbursable expenses at cost, as your agreement sets.