# INVOICE

**Vendor B**

Consulting services

Provider ID: B

| | |
|---|---|
| Invoice no. | INV1 |
| Invoice date | 2026-09-30 |
| Contract no. | CS1 |

| **BILL TO:** | Payment due: 2026-09-30 |
|---|---|
| Company A | Currency: USD |
| Client / payer ID: A | Payment terms: Due upon invoice |

Service period: September 1, 2026 to September 30, 2026

| DESCRIPTION | HOURS | RATE (USD) | AMOUNT (USD) |
|---|---|---|---|
| Consulting services: business process review, findings summary and implementation recommendations. | 100 | 100.00 | 10,000.00 |
| | | | |
| | | | |
| | | | |

**PAYMENT INFORMATION**

Status: PAID

Reported at (UTC):
2026-09-30T14:15:00Z

Transaction type: PAYMENT

Please reference INV1 on payment records.
Related agreement: CS1 (page 2).

| | |
|---|---|
| Subtotal | 10,000.00 |
| Tax | 0.00 |
| Discounts / credits | 0.00 |
| **Invoice total** | **10,000.00** |
| Reported paid | 10,000.00 |
| **Balance due** | **0.00** |

**NOTES**

100 hours x USD 100.00 = USD 10,000.00. No tax, reimbursable expenses or discounts are included. The paid status is the sample record status; bank or remittance evidence is separate.

# CONSULTING SERVICES AGREEMENT

Agreement No. CS1 | Related Invoice No. INV1

**1. PARTIES.** This agreement is between Company A, the client and payer (Party ID: A), and Vendor B, the consultant and recipient (Party ID: B). The effective date is September 1, 2026.

**2. SERVICES AND TERM.** Vendor B will provide consulting services to Company A from September 1 through September 30, 2026. The work includes reviewing business processes, preparing a written findings summary and providing implementation recommendations.

**3. COMPENSATION.** The agreed scope comprises 100 consulting hours at USD 100.00 per hour, for a total fee of USD 10,000.00. Vendor B will retain a schedule of hours performed. No tax, reimbursable expenses, discounts or credits are included in this sample.

**4. DELIVERY AND ACCEPTANCE.** Vendor B will deliver the findings summary and recommendations by September 30, 2026. Company A will review the work and identify any requested corrections. The sample transaction assumes all 100 hours were performed and the deliverables were accepted by that date.

**5. INVOICING AND PAYMENT.** Vendor B will issue invoice INV1 for USD 10,000.00, payable by Company A in USD on September 30, 2026. Payment records should reference INV1. The contract specifies the payment obligation; the invoice reports the sample payment status.

**6. CHANGES AND ADDITIONAL TERMS.** Any change to scope, rate or fees, including a refund or rebate arrangement, must be recorded in a separate written amendment identifying CS1 and INV1 and approved by both parties. This base agreement provides no automatic refund or rebate. Any additional agreement must be retained with the transaction records.

**COMPANY A**

Signature: _____

Print name: _____

Title: _____

Date: _____

**VENDOR B**

Signature: _____

Print name: _____

Title: _____

Date: _____

Unsigned sample. Service scope, service period and contract terms are illustrative.