

**PROFESSIONAL SERVICES INVOICE**

**Client**

Name **Your Firm**  
 Address **Your Address**  
 City **Your City** State **US** ZIP **0000**  
 Phone **Your Phone** FAX **xxxxxxx**

Date **22-Mar-02**  
 Invoice Number **1**  
 Project Number **XXXX**  
 Regional Office **XXXX**

Day	Date	Director of Consulting Services <b>Name</b>				Project Manager <b>Name</b>				Consultant <b>Name</b>			
		Billed Hours	Travel	Hotel	P/D	Billed Hours	Travel	Hotel	P/D	Billed Hours	Travel	Hotel	P/D
Sun	17-Mar												
Mon	18-Mar					6.00				7.00			
Tues	19-Mar					10.00				11.00			
Wed	20-Mar					9.00				10.00			
Thurs	21-Mar					10.00				11.00			
Fri	22-Mar					4.00				4.00			
Sat	23-Mar												
<b>Totals</b>		0.0	0.00	0.00	0.00	39.0	0.00	0.00	0.00	43.0	0.00	0.00	0.00

Total Hours: **82**

Billable Hours: **82** Hours at **\$185** Per Hour **\$15,170.00**

**Approved By:**

Signature

2% Amex charge **\$303.40**  
 Total Expenses **\$0.00**  
**Total** **\$15,473.40**

Office Use Only

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>Project Summary</b>												
2		Program	Plus 15%	Total									
3	Total Program Hours	185	27.75	212.75									
4													
5													
6	<b>Time Budget Information</b>												
7		<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>	<b>Week 6</b>	<b>Week 7</b>	<b>Week 8</b>	<b>Week 9</b>	<b>Week 10</b>	<b>Week 11</b>	<b>Week 12</b>
8	<i>Week Ending</i>	22-Mar-02	29-Mar-02	5-Apr-02	12-Apr-02	19-Apr-02	26-Apr-02	3-May-02	10-May-02	17-May-02	24-May-02	31-May-02	7-Jun-02
9													
10	<i>Hours Worked</i>	82.00	42.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	<i>Hours Billed</i>	82.00	42.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12													
13	<i>Client Service Hours</i>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	<i>Total Client Service Hours</i>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15													
16	<i>Hours Remaining</i>	130.75	88.75	88.75	88.75	88.75	88.75	88.75	88.75	88.75	88.75	88.75	88.75
17													
18	<b>Billing Information</b>												
19	<i>Billing</i>	\$15,170.00	\$7,770.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	<i>2% Amex fee</i>	\$303.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21	<i>Expenses</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22	<i>Total Invoice</i>	\$15,473.40	\$7,770.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23													
24	<i>Amount Collected</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	<i>Amount Outstanding</i>	\$15,473.40	\$23,243.40	\$23,243.40	\$23,243.40	\$23,243.40	\$23,243.40	\$23,243.40	\$23,243.40	\$23,243.40	\$23,243.40	\$23,243.40	\$23,243.40
26													
27													
28	<i>Cumulative Expenses</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
29	<i>Cumulative Invoices</i>	\$15,473.40	\$23,243.40	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
30	<i>Expenses as % of Invoices</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
31													
32													

**Instructions:**

On each page there will be cells in blue. Input the appropriate data into these blue cells - dates, client data, staff information, billing rate, etc.

Common data will then be automatically placed into the other pages of this workbook.

On the weekly invoice tabs, replace 'Week 1, Week 2, etc' with the actual invoice date using the following format: **23 Dec 98**

Update the DSR weekly when emailing this file to your PM and the office.

Continually update the Recolist within this form so that your PM has an ongoing list of your observations on site.

Project Schedule

AH	AI	A	AK	AL	AM	AN	AO	AQ	AR	AS	AT	AU	AW	AX	AY	AZ	BA	B
4	5													April				
R	F		8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	
			M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	

Projected dates