EXAMPLE PRICES ONLY. Not a quote and not a market rate.

Ada Kemper Advisory

INVOICE

400 Ledger St, suite 12
Madison, WI 53703
(608) 555-0136

INV-1174
Issued October 1, 2026
Due October 31, 2026

BILL TO

Northwind Credit Union

Attn: Accounts payable
PO 7781
Engagement: member-growth advisory

Description	Qty	Rate	Amount
October advisory retainer, 12 hours included	1	$2,400.00	$2,400.00
Hours past the retainer	3	$200.00	$600.00
Half-day workshop facilitation	1	$900.00	$900.00
Travel, at cost, no markup in this example	1	$146.00	$146.00

Subtotal	$4,046.00
Total due	**$4,046.00**

Payment methods: Bank Transfer, Check

Notes

Example prices for one advisory month. Not a fee survey.
The retainer covers 12 hours in October and, in this sample, unused hours do not roll into November. Say that in the engagement if that is the deal. Hours past 12 are the $200 line.
PO 7781 has to be on the bill or their accounts payable will sit on it. Net 30 matches a client who pays on a cycle, not a household who can pay on the spot.
Travel is shown at cost. Attach the receipt in real life. This page does not include one.
License or registration numbers, if your field uses them, belong in your business details.

Made as a free sample by PaidPilot (paidpilot.io). Replace the example figures before you send it.