

INVOICE

[Your Name/Agency Name]
[Address Line 1]
[City, State, Zip]

Invoice #: [0001]
Date: [Date]
Due Date: [Date]

BILL TO

[Client Company Name]
[Contact Name]
[Company Address]
[City, State, Zip]

PLACEMENT DETAILS

Candidate: [Candidate Full Name]
Position: [Job Title]
Start Date: [Date]

Description	Salary Basis	Bonus Rate (%)	Amount
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Recruitment Fee / Placement Bonus	[0.00]	[0.00]%	[0.00]
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Subtotal: [0.00]
Tax: [0.00]
Total: \$[0.00]

PAYMENT INSTRUCTIONS

Bank: [Bank Name] | Account: [Number] | Routing: [Number]
Please include invoice number with your payment.