

INVOICE

[Your HR Agency Name]
[Street Address]
[City, State, Zip]
[Email/Phone]

Invoice #: [0000]
Date: [Date]
Due Date: [Date]

Bill To:

[Client Name]
[Company Name]
[Client Address]
[Client Email]

Project Details:

Project Name: [e.g., Q3 Recruitment Drive]
PO Number: [Reference #]

Description of HR Services	Rate/Unit	Qty/Hrs	Amount
[Project Milestone / Service Name]	\$0.00	0	\$0.00
[Administrative/Processing Fee]	\$0.00	0	\$0.00
[Additional Project Expenses]	\$0.00	0	\$0.00
Subtotal: \$0.00			

Tax ([0] %): \$0.00

Total Amount Due: \$0.00

Payment Instructions:

Bank Name: [Name]
Account Number: [Number]
Routing Number: [Number]

Please include the invoice number in your payment reference. Thank you for your business.