

RPO INVOICE

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

Invoice #: [00000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILLED TO:

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

PROJECT REFERENCE:

Project: [RPO Project Name/Code]
PO Number: [Reference Number]

Service Description	Quantity/Hrs	Rate/Unit	Total
Management Fee (Monthly Retainer)	[Qty]	[\$[0.00]]	[\$[0.00]]
Placement Success Fee - [Candidate Name]	[Qty]	[\$[0.00]]	[\$[0.00]]

Service Description	Quantity/Hrs	Rate/Unit	Total
Sourcing & Tech Stack Costs	[Qty]	[\$0.00]	[\$0.00]
Subtotal: [\$0.00]			
Tax: [\$0.00]			
Amount Due: [\$0.00]			

Payment Instructions:

Bank: [Bank Name] | Account: [Number] | Wire/Swift: [Code]

Thank you for your partnership.