

[Advisory Firm Name]

[Street Address]
[City, State, Zip]
[Email/Phone]

INVOICE

NO: [000]
DATE: [DATE]

Client:

[Client Company Name]
[Contact Person]
[Client Address]

Project Reference:

Board Director Search: [Role/Title]
Engagement Code: [Reference]

Description of Services	Phase	Amount
Retainer Fee (Initial Candidate Mapping & Strategy)	Phase I	\$0.00
Shortlist Presentation & Interview Coordination	Phase II	\$0.00
Background Verification & Due Diligence	Expenses	\$0.00

Description of Services	Phase	Amount
Placement Fee / Final Advisory Retainer	Completion	\$0.00
Subtotal: \$0.00		
Tax/VAT: \$0.00		
Total Due: \$0.00		

Payment Instructions:

Bank: [Bank Name]
Account: [Number] | SWIFT: [Code]
Payment Terms: Net [Number] Days