

# [Recruitment Firm Name]

[Address Line 1]

[City, State, Zip]

[Email/Phone]

## INVOICE

Date: \_\_\_\_\_  
Invoice #: \_\_\_\_\_

**BILL TO:**

[Client Company Name]

[Contact Person]

[Address]

**PAYMENT TERMS:**

[e.g., Net 30]

**DUE DATE:**

\_\_\_\_\_

Candidate Name & Title	Placement Date	Annual Salary	Fee %	Amount
[Candidate Name] [Position Title]	_____	\$0.00	0%	\$0.00

Subtotal: \$0.00  
Tax/VAT: \$0.00  
Total Due: \$0.00

---

**PAYMENT INSTRUCTIONS:**

**Bank Name:** [Name]

**Account Name:** [Name]

**Account Number / IBAN:** [Number]

**Routing / SWIFT:** [Code]

*Thank you for your business.*