

# INVOICE

**[Your Agency Name]**  
[Street Address]  
[City, State, Zip]  
[Tax ID / Business Number]

Invoice #: [0000]

Date: [Date]

Due Date: [Date]

BILL TO **[Client Company Name]**  
[Contact Name]  
[Client Address]  
[City, State, Zip]  
PLACEMENT DETAILS **Candidate:** [Candidate Name]  
**Position:** [Job Title]  
**Start Date:** [Date]

Description	Annual Base Salary	Fee %	Total Fee
Recruitment Fee for [Candidate Name]	[\$0.00]	[0]%	[\$0.00]

Subtotal: \$[0.00]  
Tax ([0] %): \$[0.00]  
Total Due: \$[0.00]

---

PAYMENT TERMS & INSTRUCTIONS

Please make checks payable to **[Your Agency Name]**.

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

*Note: This fee is subject to the contingency terms agreed upon in the signed recruitment contract dated [Contract Date].*