

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

INVOICE

[0000]
Date: [MM/DD/YYYY]

BILL TO [Client Company Name]

[Contact Name]
[Address Line 1]
[City, State, Zip]

PLACEMENT DETAILS Candidate: [Candidate Full Name]

Position: [Job Title]

Start Date: [MM/DD/YYYY]

Description	Annual Salary	Fee %	Total
Direct Hire Placement Fee - [Candidate Name]	[\$00,000.00]	[00]%	[\$0,000.00]

Subtotal: [\$0,000.00]

Tax (if applicable): [\$0.00]

Amount Due: [\$0,000.00]

PAYMENT INSTRUCTIONS

Please make checks payable to: [Agency Name]

Wire/ACH: [Bank Name] | Account: [Number] | Routing: [Number]

Terms: Net [30] Days