

[AGENCY NAME]

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

INVOICE

Invoice #: [0000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

BILL TO

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

PLACEMENT DETAILS

Candidate: [Candidate Name]
Position: [Job Title]
Start Date: [MM/DD/YYYY]

Description	Annual Salary / Base	Fee %	Amount
Professional Placement Fee Direct Hire Commission	[0.00]	[0.0]%	[0.00]

Subtotal: [0.00]
Tax: [0.00]
Balance Due: \$[0.00]

PAYMENT INSTRUCTIONS

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

Bank Transfer: [Bank Name] | Account: [Number] | Sort/Routing: [Code]

Thank you for your business.