

# [AGENCY NAME]

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

## COMMISSION INVOICE

**Invoice #:** [00000]  
**Date:** [Date]  
**Due Date:** [Date]

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### BILL TO

**[Client Company Name]**  
[Contact Name]  
[Address]  
[City, State, Zip]

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### PLACEMENT DETAILS

**Candidate:** [Candidate Name]  
**Position:** [Job Title]  
**Start Date:** [Date]

Description	Base Remuneration	Fee %	Amount
Executive Search Commission - [Job Title]	[\$0.00]	[0]%	[\$0.00]
Additional Retainer/Admin Fees (if applicable)	-	-	[\$0.00]

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

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**PAYMENT INSTRUCTIONS**

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Bank: [Bank Name] | Account Name: [Name] | Account #: [000000000] | Sort/Swift: [00000]

*Terms: Net [30] days. Please include invoice number with your remittance.*