

# INVOICE

Invoice #: [000]

Date: [Date]

**[Recruiter Name/Agency]**

[Address Line 1]

[Email Address]

[Phone Number]

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**Bill To:**

[Client Company Name]

[Contact Person]

[Client Address]

**Payment Terms:**

[e.g., Net 30]

Due Date: [Date]

Candidate Name	Job Title / Placement	Annual Salary	Comm. %	Total
[Candidate Name]	[Role Title]	[\$[0.00]]	[0]%	[\$[0.00]]

Subtotal: \$[0.00]

Tax (if applicable): \$[0.00]

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**Total Amount Due: \$[0.00]**

**Payment Instructions:**

Bank Name: [Name]

Account Number: [00000000]

Routing/SWIFT: [00000000]

*Thank you for your business.*