

INVOICE

[Agency Name]
[Address Line 1]
[Email/Phone]

Invoice #: [00000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

CLIENT INFORMATION

[Client Company Name]
[Contact Name]
[Billing Address]

PLACEMENT DETAILS

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

Description	Annual Salary	Fee %	Total
Recruitment Service Fee - Permanent Placement	[\$0.00]	[00]%	[\$0.00]

Subtotal: [\$0.00]
Tax/VAT: [\$0.00]

Total Amount Due: \$[0.00]

PAYMENT INSTRUCTIONS

Bank Name: [Name]
Account Number: [Number]

Routing/SWIFT: [Code]

Please include Invoice # as payment reference.