

INVOICE

International Recruitment Commission

Invoice #: [0000]

Date: [DD/MM/YYYY]

Agency Details:

[Agency Name]

[Address Line 1]

[Tax ID / Business Registration]

[Email/Phone]

Bill To:

[Employer/Client Name]

[Address Line 1]

[Contact Person]

Candidate Name	Position / Ref ID	Placement Date	Commission Rate (%)	Amount
[Candidate Name]	[Job Title]	[Date]	[0.00]%	[0.00]
[Candidate Name]	[Job Title]	[Date]	[0.00]%	[0.00]

Subtotal: [0.00]

Tax: [0.00]

Total Due: [0.00] [Currency]

Payment Terms & Banking:

Bank Name: [Name]

SWIFT/BIC: [Code]

IBAN/Account: [Number]

Payment Terms: [e.g. Net 30 Days]