

**[Agency Name]**

[Address Line 1]  
[City, State, Zip]  
[Email / Phone]

**INVOICE**

**Invoice #:** [0000]  
**Date:** [Date]  
**Due Date:** [Date]

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**BILL TO:**

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

**PLACEMENT DATA:**

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

Description	Annual Salary	Fee %	Total
Professional Recruitment Fee for [Candidate Name]	[\$[00,000.00]	[00]%	[\$[0,000.00]

Subtotal: \$[0,000.00]

Tax ([0] %): \$[0.00]

**Total Amount Due: \$[0,000.00]**

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

**Bank Details:** [Bank Name] | **Account:** [Number] | **Routing:** [Number]

*Thank you for your partnership.*