

[AGENCY NAME]

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

INVOICE

Invoice #: [0000]
Date: [MM/DD/YYYY]

CLIENT DETAILS

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

PLACEMENT SUMMARY

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

Description	Annual Salary	Fee %	Amount
Recruitment Placement Fee - [Candidate Name]	[00,000.00]	[00]%	[0,000.00]

Subtotal: \$[0,000.00]
Tax/VAT: \$[0.00]
Total Due: \$[0,000.00]

PAYMENT TERMS & INSTRUCTIONS

Please remit payment within [30] days of invoice date.

Bank: [Bank Name]

Account Name: [Account Holder]

Account Number / IBAN: [Number]

Swift/BIC: [Code]