

RECRUITMENT REFERRAL COMMISSION INVOICE

FROM: [Referrer Name / Agency]
[Address Line 1]
[City, State, Zip]
[Email / Phone]

INVOICE DETAILS: No: [Invoice #]
Date: [Date]
Due Date: [Date]

BILL TO: [Company Name]
[Contact Person]
[Address Line 1]
[City, State, Zip]
PLACEMENT DETAILS: Candidate: [Candidate Name]
Position: [Job Title]
Start Date: [Date]

Description	Basis (Annual Salary/Fixed)	Commission %	Amount
Recruitment Referral Fee for [Candidate Name]	[Amount]	[Percentage]%	[Total]

Total Commission Due: [Currency Symbol][Amount]

PAYMENT INSTRUCTIONS: Bank Name: [Name] | Account Name: [Name] | Account No: [Number] | SWIFT/Routing: [Code]

Note: This referral fee is subject to the terms and conditions agreed upon in the Referral Agreement.