

# COMMISSION INVOICE

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

**Invoice #:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Due Date:** \_\_\_\_\_

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## BILL TO

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

## ASSIGNMENT DETAILS

**Position:** \_\_\_\_\_  
**Candidate:** \_\_\_\_\_  
**Start Date:** \_\_\_\_\_

| Description (Retained Search Milestone) | Fee Basis / Salary | % Rate | Amount |
|---|--------------------|--------|--------|
| Retainer / Engagement Fee (1/3)         | \$                 | %      | \$     |
| Shortlist / Interview Milestone (1/3)   | \$                 | %      | \$     |
| Placement / Final Balance (1/3)         | \$                 | %      | \$     |
| Reimbursable Expenses (Ads/Travel)      | -                  | -      | \$     |

Subtotal: \$ \_\_\_\_\_  
Tax/VAT: \$ \_\_\_\_\_  
Total Due: \$ \_\_\_\_\_

**PAYMENT INSTRUCTIONS**

Bank Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Routing / SWIFT: \_\_\_\_\_

Thank you for your business.