

COMMISSION INVOICE

[Recruitment Agency Name]

[Agency Address Line 1]

[City, Postcode]

[Email/Phone]

Invoice #: _____

Date: _____

Tax ID: _____

BILL TO:

[Client Company Name]

[Contact Name]

[Client Address]

[City, Postcode]

PLACEMENT DETAILS:

Candidate Name: _____

Position Title: _____

Start Date: _____

Description	Annual Salary	Fee %	Amount
Professional Recruitment Fee	[Currency] _____	_____ %	_____

Description	Annual Salary	Fee %	Amount
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[Additional Service/Credit]	-	-	_____
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Subtotal: [Currency] _____

Tax (___%): [Currency] _____

Total Due: [Currency] _____

Payment Terms & Banking

Payment is due within [Number] days of candidate start date.

Bank Name: _____ | Account Name: _____

Account Number: _____ | Sort Code/IBAN: _____

Thank you for your business.