

[Agency Name]  
[Street Address]  
[City, State, Zip]  
[Email/Phone]

# INVOICE

No: [Invoice #]  
Date: [Date]

**Bill To:**

[Client Company Name]  
[Contact Name]  
[Address Line 1]  
[Address Line 2]

**Payment Terms:** [Net 30/Due on Receipt]

**Due Date:** [Date]

Candidate Name	Position Filled	Annual Salary	Fee %	Amount
[Candidate Name]	[Job Title]	[\$0.00]	[0]%	[\$0.00]

Subtotal: [\$0.00]  
Tax/VAT: [\$0.00]

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**Total Amount Due: \$[0.00]**

**Payment Instructions:**

Bank Name: [Name]  
Account Number: [Number]  
Routing/Swift: [Code]

*Notes: Commission based on successful placement and start date of [Date].*