

INVOICE

[Agency Name]
[Address Line 1]
[Address Line 2]

Invoice #: [00000]
Date: [DD/MM/YYYY]
Due Date: [DD/MM/YYYY]

BILL TO:

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

PROJECT REF:

[Project Name/Bulk Hiring Drive]
PO Number: [Reference]

Candidate Name / Position	Placement Date	Annual Salary	Fee %	Amount
[Candidate 1 Name] - [Role]	[Date]	[0.00]	[0%]	[0.00]
[Candidate 2 Name] - [Role]	[Date]	[0.00]	[0%]	[0.00]
[Candidate 3 Name] - [Role]	[Date]	[0.00]	[0%]	[0.00]
Subtotal: [0.00]				
Tax ([0] %): [0.00]				
Total Amount: [0.00]				

Payment Information:

Bank Name: [Bank Name]

Account Name: [Account Name]

Account Number / IBAN: [Number]

Swift Code: [Code]

Terms: Please quote invoice number when making payment.