

INVOICE

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

Invoice #: [001]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

Bill To:

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

Description of HR Services	Hours/Qty	Rate	Amount
Recruitment & Talent Acquisition Support	[0.00]	[\$[0.00]]	[\$[0.00]]
Employee Relations & Policy Consulting	[0.00]	[\$[0.00]]	[\$[0.00]]
Payroll Administration & Benefits Sync	[0.00]	[\$[0.00]]	[\$[0.00]]
Compliance Audit / Training	[0.00]	[\$[0.00]]	[\$[0.00]]
			Subtotal: \$[0.00]
			Tax (if applicable): \$[0.00]
			Total Due: \$[0.00]

Payment Instructions:

Please make checks payable to [Your Name] or pay via [Bank Transfer/Online Platform].
Bank: [Bank Name] | Account: [Number] | Routing: [Number]

Thank you for your business.