

INVOICE

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

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

BILL TO:

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

Candidate Name / Position	Placement Type	Salary Base	Fee (%)	Amount
[Candidate Name] - [Job Title]	[Permanent/Contract]	\$0.00	0%	\$0.00
Additional Services	[Retainer/Sourcing]	-	-	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

TOTAL DUE: \$0.00

Payment Instructions:

Bank Name: [Name] | Account #: [Number] | SWIFT/BIC: [Code]

Please include Invoice # as payment reference.

Thank you for your business!