

INVOICE

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

Invoice #: [000]
Date: [Date]
Due Date: [Date]

Bill To:

[Client Company Name]
[Contact Person]
[Address Line 1]
[City, State, Zip]

Project Details:

Project: [Recruitment Campaign Name]
PO Number: [Optional]

Description (Role / Candidate)	Type	Quantity/Rate	Amount
[Candidate Name] Placement - [Job Title]	Placement Fee	[Annual Salary %]	\$0.00
Sourcing & Screening Services	Hourly/Retainer	[Hours] @ \$[Rate]	\$0.00
Job Board Postings / Advertising	Expense	1	\$0.00

Subtotal: \$0.00

Tax: \$0.00

Total Due: \$0.00

Payment Instructions:

Bank Name: [Name]

Account Number: [Number]

Routing: [Number]

Thank you for your business.