

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Date: [Current Date]

Invoice Number: [Invoice #]

Bill To:

[Client Name]

[Company Name]

[Client Address]

Monthly Services Invoice: [Month, Year]

Service Description	Quantity/Hours	Rate	Total
Candidate Resume Pre-screening	[Quantity]	[\$[Rate]]	[\$[Total]]
Initial Phone Interviews/Screening Calls	[Quantity]	[\$[Rate]]	[\$[Total]]
Background & Reference Checks	[Quantity]	[\$[Rate]]	[\$[Total]]
Monthly Recruitment Coordination Fee	1	[\$[Rate]]	[\$[Total]]
Grand Total:			[\$[Total Amount]]

Payment Terms: Due within [Number] days of receipt.

Payment Method: [Bank Transfer/Check/PayPal]

Thank you for your business.

Sincerely,

[Your Signature Name]