

[Your Full Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Date: [Insert Date]

Bill To:

[Client Company Name]

[Attention: Hiring Manager/Accounts Payable]

[Client Address]

[City, State, Zip Code]

INVOICE #: [001]

Billing Period: [Month, Year]

Description of Services	Hours/Quantity	Rate	Total
Technical Recruiting Retainer/Monthly Fee	[1]	[\$[0.00]]	[\$[0.00]]
Placement Fee: [Candidate Name] - [Job Title]	[1]	[\$[0.00]]	[\$[0.00]]
Contract Sourcing/Screening Hours	[Number of Hours]	[\$[0.00]]	[\$[0.00]]
Grand Total:			[\$[0.00]]

Payment Instructions:

Please make checks payable to **[Your Name/Company Name]** or transfer funds via ACH/Wire to:

Bank Name: [Name of Bank]

Account Number: [Number]

Routing Number: [Number]

Due Date: [Insert Date - e.g., Net 30]

Thank you for your business.

Sincerely,

[Your Signature]

[Your Printed Name]