

INVOICE

From:

[Your Name/Company Name]

[Your Address]

[Your Email]

[Your Phone Number]

To:

[Client Name/Company]

[Client Address]

Invoice Details:

Invoice Number: [001]

Date: [Date of Issue]

Billing Period: [Month, Year]

Description of Recruitment Services	Hours Worked	Hourly Rate	Total
Candidate Sourcing and Screening	[00]	[\$[00.00]]	[\$[00.00]]
Interview Coordination and Feedback	[00]	[\$[00.00]]	[\$[00.00]]
Administrative / ATS Management	[00]	[\$[00.00]]	[\$[00.00]]
Grand Total			[\$[000.00]]

Payment Instructions:

Please make payment via [Bank Transfer/Check/PayPal].

Bank Name: [Name]

Account Number: [Number]

Routing Number: [Number]

Due Date: [Date]

Thank you for your business.