

[Your Name/Business Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To:

[Client Contact Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

RE: Monthly Retained Search Services Invoice - [Month, Year]

Dear [Client Contact Name],

Please find the invoice for professional recruiting services rendered during the month of [Month] regarding the search for the **[Job Title/Position Name]** role.

Description of Services	Amount
Monthly Retainer Fee for [Position Name] Search	[\$[0.00]]
Reimbursable Expenses (itemized if applicable)	[\$[0.00]]
Total Amount Due	[\$[0.00]]

Payment Terms: Net [Number] days.

Due Date: [Insert Date]

Payment Instructions:

Please make checks payable to **[Your Name/Business Name]** or initiate a wire/ACH transfer using the details below:

Bank Name: [Bank Name]

Account Number: [Number]

Routing Number: [Number]

Thank you for your continued partnership.

Sincerely,

[Your Signature]

[Your Printed Name]