

[Company Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name / Hiring Manager Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

RE: Invoice for Pre-Employment Screening and Evaluation Services

Dear [Client Name],

Please find attached the invoice for the pre-employment screening and evaluation services conducted for the following candidates:

- [Candidate Name 1] - [Position Applied For]
- [Candidate Name 2] - [Position Applied For]

Invoice Summary:

- Invoice Number: [000000]
- Billing Period: [Start Date] to [End Date]
- Services Provided: Background checks, skills assessments, and psychological evaluations.
- **Total Amount Due: \$[0.00]**

Payment is due by [Due Date]. Please make checks payable to [Company Name] or follow the electronic payment instructions provided on the attached invoice.

Thank you for choosing [Company Name] for your recruitment needs. If you have any questions regarding this invoice, please contact us at [Phone/Email].

Sincerely,

[Your Name]
[Your Title]
[Company Name]