RECRUITMENT AGENCY
INVOICE

DETAILS

DATE: _____

INVOICE NO. _____

POSITION(S) RECRUITED: _____

_____

FROM

COMPANY: _____

ATTN: _____

ADDRESS: _____

CITY, STATE: _____

ZIP: _____

PHONE: _____

E-MAIL: _____

BILL TO

COMPANY: _____

ATTN: _____

ADDRESS: _____

CITY, STATE: _____

ZIP: _____

PHONE: _____

E-MAIL: _____

DESCRIPTION	QTY / HRS	COST / RATE	AMOUNT ($)

SUBTOTAL	
DISCOUNT	
TAX / VAT	
TOTAL	

NOTES: _____

_____

_____

THANK YOU FOR YOUR BUSINESS