

INVOICE

Monthly HR Retainer Services

Invoice No:

Date:

Due Date:

Retainer Period:

SERVICE PROVIDER

BILL TO

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DESCRIPTION OF HR SERVICES	HOURS / QTY	RATE / PRICE	AMOUNT
Monthly HR Retainer Fee			
Additional HR Consulting Hours (Overage)			
Recruitment & Talent Acquisition Services			
Employee Relations & Advisory Support			
Administrative & Portal Maintenance Fees			
		Subtotal	_____
		Tax Rate (%)	_____
		Tax Amount	_____
		Total Due	_____

Payment Terms & Instructions
