INVOICE

Invoice No:

Date:

Due Date:

BILL TO

PAYROLL SERVICE DETAILS

Pay Period Start:

Pay Period End:

Pay Date:

SERVICE DESCRIPTION	QUANTITY / EMPLOYEES	RATE / UNIT PRICE	TOTAL AMOUNT
Base Payroll Processing Fee Standard payroll run administrative fee			
Per-Employee Processing Fee Active employees processed during pay cycle			
Direct Deposit Service Electronic fund transfers and ACH transaction fees			
Tax Filing & Regulatory Reporting Federal, state, and local payroll tax withholding & submissions			

Subtotal:

Tax:

Total Due:

PAYMENT TERMS & INSTRUCTIONS

Prepared By

Client Authorization