INVOICE

Invoice No:
Date:
Due Date:
Billing Period:

INVOICE TO

PAYROLL DETAILS

Pay Frequency:
No. of Employees:
Processing Date:

DESCRIPTION OF PAYROLL SERVICE	QTY / COUNT	UNIT RATE	AMOUNT
Base Payroll Processing Fee			
Per-Employee Processing Fee			
Direct Deposit Setup & Service			
Tax Filing & Regulatory Compliance			
Year-End W-2 / 1099 Preparation			

Subtotal:
Tax / VAT:
Total Due:

Payment Terms & Notes