

INVOICE

TALENT ACQUISITION AGENCY

INVOICE DETAILS

Invoice No.

Date

Due Date

PO Number

BILL TO

ATTENTION

PLACEMENT DETAILS

CANDIDATE NAME	POSITION / JOB TITLE	START DATE	ANNUAL SALARY	FEE %	AMOUNT

Subtotal

Tax

Total Due

PAYMENT TERMS & INSTRUCTIONS

Payment is due within thirty (30) days of the invoice date. Please reference the invoice number on all remittances.

Bank Name: Account Name: Account No: Routing No: Swift/BIC:

