

RECRUITMENT INVOICE

Placement fee or contract staffing — use the section that applies.

FROM (AGENCY / RECRUITER)

BILL TO (CLIENT COMPANY)

INVOICE NO.

DATE ISSUED

DUE DATE

CLIENT PO / JOB REFERENCE

PERMANENT PLACEMENT FEE

CANDIDATE / POSITION	START DATE	SALARY BASIS*	FEE %	FEE

Placement fees

CONTRACT / TEMP STAFFING (approved timesheets)

WORKER / WEEK ENDING	HOURS	BILL RATE	AMOUNT
Overtime (hours x overtime rate)			

Staffing subtotal

RETAINED SEARCH INSTALMENTS (optional)

INSTALMENT / STAGE	DUE DATE	REFERENCE	AMOUNT

Instalments subtotal

Subtotal

Tax (only if it applies)

TOTAL DUE

*Salary basis as defined in your fee agreement. Fee = salary basis x fee %. Add guarantee or replacement terms as agreed.