Staffing invoice email

Send placement fee invoices on the candidate's start date, or on the date your terms specify. Send temp invoices weekly, once timesheets are approved. Send the first reminder a few days before the due date, not after it.

PLACEMENT FEE INVOICE

Subject: Invoice [Invoice Number]: placement of [Candidate Name], [Job Title]

Hi [Client First Name],

Congratulations again on [Candidate Name] starting as [Job Title] on [Start Date]. Our invoice for the placement is attached.

- Invoice: [Invoice Number]
- PO: [PO Number]
- Amount: $[Amount] ([Fee Percentage]% of first-year base salary of $[Base Salary])
- Due: [Due Date] ([Payment Terms] days, per our terms dated [Terms Date])
- Payment: [ACH / wire details or payment link]

As a reminder, the [Guarantee Period]-day guarantee runs until [Guarantee End Date], provided the invoice is paid by the due date.

I've copied [AP Contact] in accounts payable. Let me know if you need anything else to process it.

[Your Name]
[Title], [Agency Name]

WEEKLY TEMP INVOICE

Subject: [Agency Name] invoice [Invoice Number], week ending [Week Ending Date]

Hello [AP Contact Name],

Attached is invoice [Invoice Number] for temporary staffing at [Client Site] for the week ending [Week Ending Date].

- Workers: [Number]
- Regular hours: [Regular Hours] | Overtime hours: [OT Hours]
- Total: $[Amount]
- PO / cost center: [PO Number]
- Due: [Due Date]

Approved timesheets are attached, approved by [Approver Name] on [Approval Date]. If any line needs correcting, please tell us within [Dispute Window] days so we can adjust before payment.

Thank you,

[Your Name]
[Billing Team], [Agency Name]
[Billing Email] | [Phone Number]

FRIENDLY REMINDER BEFORE DUE DATE

Subject: Reminder: invoice [Invoice Number] due [Due Date]

Hi [AP Contact Name],

A quick reminder that invoice [Invoice Number] for $[Amount] is due on [Due Date]. A copy is attached.

If it's already scheduled, thank you, and please ignore this note. If anything is holding it up, such as a missing PO or a question about hours, let me know and I'll sort it out today.

[Your Name]
[Billing Team], [Agency Name]

OVERDUE PAYMENT

Subject: Overdue: invoice [Invoice Number], [Number] days past due

Hi [Client First Name],

Invoice [Invoice Number] for $[Amount], due [Due Date], is now [Number] days overdue. A copy and statement are attached.

Could you confirm when payment will be made? If there's a dispute about the invoice, please tell me what it is so we can resolve it.

Please note that under our terms, [late payment charges apply / the placement guarantee is conditional on payment by the due date].

I'll call you on [Date] if I haven't heard back.

[Your Name]
[Title], [Agency Name]

SUBJECT LINE IDEAS

- Invoice [Invoice Number]: placement of [Candidate Name], [Job Title]
- [Agency Name] invoice [Invoice Number], week ending [Week Ending Date]
- Reminder: invoice [Invoice Number] due [Due Date]
- Overdue: invoice [Invoice Number], [Number] days past due
- Placement fee invoice for [Job Title]

- PO [PO Number]: invoice attached
- Statement of account for [Client Company]

SMS / WHATSAPP VERSION

Hi [Client First Name], it's [Your Name] from [Agency Name]. Invoice [Invoice Number] for $[Amount] is due [Due Date]. I've emailed a copy to you and [AP Contact]. Let me know if anything is holding it up: [Phone Number].

Placeholders to replace: [Client First Name], [AP Contact], [AP Contact Name], [Client Company], [Client Site], [Candidate Name], [Job Title], [Invoice Number], [PO Number], [Amount], [Fee Percentage], [Base Salary], [Due Date], [Payment Terms], [Guarantee Period], [Week Ending Date], [Approver Name], [Your Name], [Agency Name]