Invoice

Use part A for weekly temporary or contract staffing, or part B for a permanent placement fee. Delete the part you do not use. Attach or reference the approved timesheets for every line in part A.

AGENCY DETAILS

Agency legal name

Remit-to address

Federal EIN / tax ID

Billing contact name

Billing email

Billing phone

INVOICE DETAILS

Invoice number

Invoice date

Payment terms

☐ Net 15 ☐ Net 30 ☐ Net 45 ☐ Net 60 ☐ Due on receipt ☐ Per agreement dated [date]

Due date

Agreement reference (staffing agreement or terms of business, date)

Client PO number

Currency

BILL TO

Client legal name

Accounts payable address

Accounts payable email or portal

Client contact / hiring manager

Cost center or department code

PART A: TEMPORARY STAFFING, WEEK ENDING [DATE] (ONE LINE PER WORKER PER RATE TYPE)

Worker name and ID

Job title and worksite

Job order / assignment number

Regular hours

Regular bill rate

Overtime hours (client-approved)

Overtime bill rate

Double-time hours and rate (if applicable)

Shift differential hours and rate

Holiday hours billed and rate (per agreement)

Line total

Timesheet approved by and date

PART A: OTHER CHARGES AND CREDITS

Reimbursable expenses (itemize, receipts attached)

Drug test, background check or onboarding charges (per agreement)

Credits or adjustments (reference prior invoice number)

PART B: PERMANENT PLACEMENT FEE

Candidate name

Position filled

Hiring manager

Offer accepted date

Start date

First-year remuneration used for fee (and what it includes)

Fee percentage or flat fee

Fee amount

Retained search installment (if applicable)

☐ Not applicable ☐ 1st installment (engagement) ☐ 2nd installment (shortlist)
☐ Final installment (offer accepted)

Less retainer installments already paid

Guarantee period and condition

TOTALS

Subtotal

Sales tax (rate and amount, where applicable)

Total due

Amount previously paid

Balance due

PAYMENT INSTRUCTIONS

ACH: bank name, routing number, account number

Check payable to and mailing address

☐ Please include invoice number with payment

Late payment terms (per agreement)

Questions about this invoice: contact and deadline to dispute