

# Recruitment Agency Invoice Template in PDF Format

*Recruitment Agency Invoice Template* was initially released on <http://www.InvoicingTemplate.com> on Thursday, February 25, 2016, and is categorized as [Consulting](#). As always **Recruitment Firm Billing Sample** was published in two editions - one free **Recruitment Agency Invoice Template**, and another Uniform Invoice Software version that is able to turn **Recruitment Agency Invoice Template** into a complete invoicing system. This "**Recruitment Agency Invoice Template in PDF Format**" document includes brief description about the template, as well as a PDF invoice form exported from "recruitment.xlsx".

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## Recruitment Agency Invoice Template Features and Facts

Recruiter agent, Recruitment Agency could use this Excel invoice template, which is one of the templates in the consulting invoice templates category, to bill their clients in an easy way by filling in a blank spreadsheet form.

On the top of the form, which we usually refer to as invoice heading, this recruitment firm billing sample provides spaces for your business logo image, your business information, invoice date and invoice# fields. The logo image is a place holder for your own image. To replace this image, click the "Replace Logo Image" command on the "Invoice" ribbon tab (Uniform Invoice Software must be installed in order to show this ribbon tab).

Underneath the recruitment agency business name, you can enter the address, city state and zip, phone, email and website address. If you have registered for VAT, or operate the business as a licensed company, it is a good idea to detail these facts on the invoice heading too.

On the top-right section are the invoice date, invoice# and customer# fields. The invoice date field is filled automatically with current computer when you click the "Clear & New" button. It is also manually fillable / editable when you create an invoice. Likewise, invoice# field is manually fillable too - but usually, you can just leave it blank, and when you click "Save Invoice" to save an invoice to the back end database, Uniform Invoice Software will produce a new invoice# for you. The auto generation of invoice# is based on a prefix and a serial number stored in the database, which you can adjust by clicking the "Settings" button on the "Invoice" ribbon tab and then go to the "Database" tab.

The invoice body section features 3 columns - "#", "Description" and "Amount". The "#" column is a simple line# column which is assigned automatically using Excel formulas when you fill in the "Description" column, so this column is not manually fillable when you create an invoice. The other two columns, "Description" and "Amount", are all manually fillable.

With Uniform Invoice Software installed, when you click a line on the invoice body section, the on-sheet picker button appears. Click this button to pop-up a window that shows all the pre-saved items that are the products you sell or the service you render. This is a time-saving feature that avoids to type in the same / similar text or price again and again from invoice to invoice. The on-sheet picker also works for the "Invoice#" cell, the "Bill To" section.

On the bottom of the recruitment invoice layout, you will find fields like "Subtotal", "Tax", "Other", "Total", "Paid" and "Total Due". These are all auto-calculated fields, except the "Other" and "Paid" fields, which are manually fillable / editable when you create an invoice.

Be sure to check our [consulting invoice template](#) and [service invoice template](#) category too to find the one that suits your requirements mostly. Agency recruiters are focused third-party and external recruiters that find qualified people to fill vacant job positions in various organizations. Hiring companies use external recruiters to source for, screen and sometimes interview job seekers who are hoping to fill open job positions in companies that are looking for such new hires. This invoice format, Recruitment Firm Billing Sample, might meet the requirements of general consulting business too. For example, personal consultants, such as weight loss and fitness consultants, beauty consultants and wedding consultants; or company consultants, such as companies who provide commercial advises - most common consultants in this category are legal, technical and business consultant.

## **Recruitment Agency Invoice Template - PDF Format**

### Recruitment Agency Business Name

# INVOICE



Street Address

City, ST ZIP Code

Phone Number, Web Address, etc.

DATE:

INVOICE #:

Client#:

**BILL TO**

Terms

Due Date

#	Description	Amount

**NOTES:**

SUBTOTAL	-
TAX 8.000%	-
OTHER	-
<b>TOTAL</b>	-
PAID	-
<b>TOTAL DUE</b>	-

THANK YOU FOR YOUR BUSINESS!