

INVOICE

John Smith

recruiters@domain.com
(XXX)-555-XXXX

Bill To:

John Smith

123 Main Street, Anytown, CA 90001
john.smith@domain.com
(XXX)-555-XXXX

Invoice

#INV-000101

Issued Date: 02/20/2025

Balance Due: \$510

Services	QTY	Price	Total
Initial screening of resumes for candidate suitability.	1	\$50	\$50
Creating and posting job listings on various platforms.	1	\$100	\$100
Identifying potential candidates through networking and outreach.	1	\$150	\$150
Scheduling interviews between employers and candidates.	1	\$75	\$75
Conducting background checks on shortlisted candidates.	1	\$120	\$120

Subtotal: \$495

Tax: \$15

Total: \$510

Terms & Conditions:

Payment Due Upon Receipt.

Please choose one of the following payment methods:

Check: John Smith 123 Main Street, Anytown, CA 90001

Zelle: John Smith (XXX)-555-XXXX/john.smith@domain.com

Venmo: @John-Smith

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