



Install **Invoice Manager**
from **Microsoft Store**

to generate PDF invoice



Date Picker

adds a calendar
to date cells



Fomula Manager

Find, update, analyze, import and export
Excel formulas and defined names

Password Remover

for Excel 

Recruitment Agency Invoice Template

BoostExcel.com

Template#: c3011

Title: Recruitment Agency Invoice Template

Category: [Consulting](#)

Download this template in Excel format: [Click here](#)

Scroll down to find the PDF invoice on the next page.



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

SUBTOTAL	-
TAX 8.000%	-
OTHER	-
TOTAL	-
PAID	-
TOTAL DUE	-

NOTES:

[Empty text box for notes]

THANK YOU FOR YOUR BUSINESS!