

J. Doe, Support Broker

INVOICE

Street Address
City, ST ZIP Code
Phone Enter phone
Email | Website

INVOICE # 001
DATE April 1, 2023

TO
K. Smith

FOR Support Broker Services

Description	Amount
3/1/23 Met with team to discuss recruitment plan – 2 hours * 65.00/hour	\$130.00
3/7/23 Met with K. to draft recruitment plan, posted ad – 2 hours * 65.00/hour	\$130.00
3/15/23 Screened applicates with K, scheduled interviews – 1 hour * 65.00/hour	\$65.00
3/18/23 Interviews with K for new position – 2 hours * \$65.00/hour	\$130.00
3/26/23 Support to K and new employee regarding new hire paperwork – 1 hour * 65.00/hour	\$65.00
Total – 8 hours	\$520.00

Make all checks payable to J. Doe, Support Broker
Payment is due within 30 days.

If you have any questions concerning this invoice, contact Name | Phone | Email

THANK YOU FOR YOUR BUSINESS!