

INVOICE

Project: [Project Name/Code]

[VA Company Name]
[Address Line 1]
[Email/Phone]

BILLED TO:

[Client Name]
[Company Name]
[Client Address]

INVOICE NUMBER: INV-[0000]
DATE: [Date]
DUE DATE: [Date]

Description of Services	Rate/Hr	Hours	Total
[Administrative Support / Project Management]	\$0.00	0.00	\$0.00
[Email & Calendar Management]	\$0.00	0.00	\$0.00
[Specialized Project Task]	\$0.00	0.00	\$0.00

Subtotal: \$0.00
Tax (0%): \$0.00

Amount Due: \$0.00

PAYMENT INSTRUCTIONS

Bank: [Name] | Account: [Number] | SWIFT: [Code]
Please include the invoice number as a reference.