

# INVOICE

[Assistant Name/Agency]

[Email Address]

[Phone Number]

**Invoice #:** [000]

**Date:** [Date]

**Billing Cycle:** [Month/Year]

**Bill To:**

[Client Name]

[Company Name]

[Client Address]

Description (Recurring Tasks)	Hours/Qty	Rate	Amount
[Retainer Plan / Weekly Project Management]	[00]	[\$[0.00]]	[\$[0.00]]
[Inbox & Calendar Maintenance]	[00]	[\$[0.00]]	[\$[0.00]]
[Social Media Scheduling/Reporting]	[00]	[\$[0.00]]	[\$[0.00]]
[Additional Overages/Tasks]	[00]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Tax (0%): \$[0.00]

**Total Due: \$[0.00]**

---

**Payment Information:**

Method: [PayPal / Bank Transfer / Stripe]

Account: [Payment Details]

Due Date: [Date]

*Thank you for your continued partnership!*