

INVOICE

[Your Name/Business Name]
[Address Line 1]
[Email / Phone]

Invoice #: [001]
Date: [Date]
Due Date: [Date]

BILL TO:

[Client Name]
[Company Name]
[Address Line 1]
[Email]

BILLING PERIOD:

[Month, Year]

Description	Hours/Package	Rate	Amount
Monthly Retainer - Administrative Support Services	[Qty]	[\$[0.00]]	[\$[0.00]]
Overage Hours (if applicable)	[Qty]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]
Tax: \$[0.00]
Total Due: \$[0.00]

PAYMENT INSTRUCTIONS:

Please make payment via [PayPal/Bank Transfer/Check].
Account Name: [Your Name] | Account #: [00000000]

Thank you for your business!