

# INVOICE

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

Invoice #: [0001]  
Date: [Date]  
Due Date: [Date]

## BILL TO

[Client Company Name]  
[Contact Person Name]  
[Client Address]  
[Client Email]

## RETAINER PERIOD

[Month, Year]  
[Start Date] - [End Date]

| Description                                      | Hours/Package | Rate       | Amount     |
|--------------------------------------------------|---------------|------------|------------|
| Monthly Virtual Assistant Retainer - [Tier Name] | [00] Hours    | [\$[0.00]] | [\$[0.00]] |
| Additional Hours (Overage)                       | [00] Hours    | [\$[0.00]] | [\$[0.00]] |

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

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**PAYMENT INSTRUCTIONS**

Bank: [Bank Name] | Account Name: [Name] | Account Number: [00000000] | Swift/BIC: [Code]

Please include the invoice number as a reference for all transfers. Terms: Net [30].