

INVOICE

[Assistant Name/Business Name]
[Email Address]
[Phone Number]

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

BILL TO:

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

RETAINER PERIOD:

[Start Date] to [End Date]

Description	Hours/Units	Rate	Amount
Remote Assistant Monthly Retainer - [Plan Name]	[00]	[\$[0.00]]	[\$[0.00]]
Additional Overage Hours (if applicable)	[00]	[\$[0.00]]	[\$[0.00]]

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

PAYMENT INSTRUCTIONS:

Please make payment via [PayPal/Bank Transfer/Stripe].
Bank Details: [Account Name / Number / Routing Number]
Thank you for your business!