

INVOICE

[Invoice Number]

[VA Name/Agency]

[Email Address]
[Website/Phone]

BILLED TO

[Client Name]
[Company Name]
[Address]
[City, State, Zip]

DATE ISSUED: [Date]

DUE DATE: [Date]

RETAINER PERIOD: [Month, Year]

Description	Rate	Qty/Hours	Total
Social Media VA Retainer [Platforms: e.g., IG, FB, LinkedIn]	[\$[0.00]]	[1]	[\$[0.00]]
Content Creation Package [Posts/Reels/Graphics]	[\$[0.00]]	[1]	[\$[0.00]]
Engagement & Community Management [Comments/DMs/Daily Monitoring]	[\$[0.00]]	[1]	[\$[0.00]]

Subtotal: \$[0.00]

Total Balance Due: \$[0.00]

PAYMENT INFORMATION

Method: [PayPal / Bank Transfer / Stripe]

Account: [Payment Handle/Number]

Thank you for your business!