

INVOICE

VA Retainer Services

[VA Name/Agency]
[Business Address]
[Email Address]

BILL TO

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

INVOICE DETAILS

Invoice #: [0001]
Date: [Date]
Period: [Month, Year]
Due Date: [Date]

SERVICE DESCRIPTION	HOURS/QTY	RATE	AMOUNT
Monthly Retainer Package [Tier Name/Specialization Details]	[00]	[\$0.00]	[\$0.00]
Overage / Additional Tasks [Description of tasks outside scope]	[00]	[\$0.00]	[\$0.00]

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

Payment Instructions:
[Bank Transfer Details / PayPal / Payment Link]

Terms:
Retainer services are billed in advance. Unused hours do not roll over unless specified in contract.