

INVOICE

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

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

Bill To:

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

Payment Period:

[Month, Year]

Description	Hours/Package	Rate	Amount
Monthly Virtual Assistant Retainer	[Qty]	[\$[0.00]]	[\$[0.00]]
Additional Hours (Over Retainer)	[Qty]	[\$[0.00]]	[\$[0.00]]

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

Payment Instructions:

[Bank Transfer Details / PayPal / Payment Link]

Notes:

Thank you for your business. This invoice covers the agreed-upon retainer for the upcoming month of service.