

INVOICE

#INV-001

VA SERVICES

Date: [Date]

FROM

[Assistant Name/Agency]

[Address Line 1]

[Email Address]

[Phone Number]

BILL TO

[Client Name/Company]

[Address Line 1]

[Contact Email]

Service Description (Content Management)	Hours	Rate	Total
Blog Post Drafting & Formatting	0.0	\$0.00	\$0.00
Social Media Scheduling	0.0	\$0.00	\$0.00
CMS Updates & Maintenance	0.0	\$0.00	\$0.00
SEO Keyword Research	0.0	\$0.00	\$0.00

Subtotal: \$0.00

Tax (0%): \$0.00

Balance Due: \$0.00

PAYMENT INSTRUCTIONS

Please send payment via [PayPal/Wire/Stripe] to: [Payment Details]
Payment is due within [Number] days of receiving this invoice.