

INVOICE

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

Invoice #: [0000]
Date: [Date]
Due Date: [Date]

Bill To:

[Client Name]
[Company Name]
[Address Line 1]

Retainer Period:

[Start Date] to [End Date]

Description	Hours/Package	Rate	Amount
Virtual Assistant Admin Support Retainer	[00] Hours	[\$[0.00]]	[\$[0.00]]
Additional Overage Charges (if applicable)	[00] Hours	[\$[0.00]]	[\$[0.00]]

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

Payment Instructions:

Please make payment via [PayPal / Bank Transfer / Stripe].
Terms: Payment due within [Number] days of invoice date.

Thank you for your business!