

INVOICE

#INV-001

[Your Business Name]
[Street Address]
[City, State, Zip]
[Email Address]

Bill To:
[Client Name]
[Client Company]
[Client Address]

Invoice Date: [Month Day, Year]
Due Date: [Month Day, Year]
Billing Period: [Month, Year]

Description of Services	Hours/Qty	Rate	Subtotal
Virtual Assistant Retainer - [Plan Name]	[00]	[\$[0.00]]	[\$[0.00]]
Additional Hours / Overages	[00]	[\$[0.00]]	[\$[0.00]]
Project-Based Tasks: [Description]	[00]	[\$[0.00]]	[\$[0.00]]

Total Amount Due: \$[0.00]

Payment Instructions:
Please remit payment via [PayPal/Bank Transfer/Stripe] to: [Payment Details]

Thank you for your business!