

INVOICE

#INV-0000

Date: [Month Day, Year]
Due Date: [Month Day, Year]

FROM (SERVICE PROVIDER)

[Virtual Assistant Name]
[Address Line 1]
[City, State, Zip]
[Email Address]
[Phone Number]

TO (CLIENT)

[Client Name/Company]
[Attention: Name]
[Address Line 1]
[City, State, Zip]
[Email Address]

SERVICE DESCRIPTION	HOURS/QTY	RATE	SUBTOTAL
Administrative Support Email management, scheduling, and data entry	0.00	\$0.00	\$0.00
Content Creation Social media posts and blog formatting	0.00	\$0.00	\$0.00
Technical Tasks Website maintenance and CRM updates	0.00	\$0.00	\$0.00

SERVICE DESCRIPTION	HOURS/QTY	RATE	SUBTOTAL
Recurring Monthly Retainer Priority access (Fixed Fee)	1	\$0.00	\$0.00

Subtotal: \$0.00
Tax (0%): \$0.00
Total Amount Due: \$0.00

Payment Instructions:
Please remit payment via [PayPal/Bank Transfer/Stripe] to [Account Details].
Late payments may be subject to a [0]% late fee per month.

Thank you for your business!