

INVOICE

[Your Name/Agency Name]
[Address Line 1]
[Email / Phone]

Invoice #: [001]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

Bill To:

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

Description	Hours/Package	Rate	Amount
Monthly Virtual Assistant Retainer: [Month, Year] Support services including email, scheduling, and admin.	[00] Hours	[\$[0.00]]	[\$[0.00]]
Additional Hours / Overage	[00] Hours	[\$[0.00]]	[\$[0.00]]
Subtotal: \$[0.00] Tax (0%): \$[0.00]			

Total Amount: \$[0.00]

Payment Instructions:

Please send payment via [PayPal/Bank Transfer/Stripe] to: [Payment Details/Link]
Thank you for your business!