

INVOICE

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

Invoice #: [0000]
Date: [MM/DD/YYYY]
Billing Period: [Month, Year]

BILL TO: [Client Name / Company]
[Client Address]
[Client Email]
PAYMENT STATUS: Recurring Monthly Subscription
Due Date: [MM/DD/YYYY]

Service Description	Rate/Plan	Qty/Hours	Amount
[Monthly VA Retainer Package Name]	[\$[0.00]]	1	[\$[0.00]]
[Additional Hours / Overages]	[\$[0.00]]	[0]	[\$[0.00]]

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

Payment Instructions:
[Bank Name] | Account: [Number] | Routing: [Number]
PayPal: [Email Address]

Thank you for your business!