

INVOICE

Date: [Date]
Invoice #: [001]

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

Bill To:
[Client Name]
[Company Name]
[Client Address]
Billing Period:
[Month, Year]
Due Date: [Date]

Service Description	Hours	Hourly Rate	Total
[Service Name - e.g., Admin Support]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Service Name - e.g., Social Media Management]	[0.00]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Tax ([0] %): \$[0.00]

Grand Total: \$[0.00]

Payment Instructions:
[Bank Name / PayPal / Transfer Details]

Notes:

Thank you for your business.