

INVOICE

Elite Personal Concierge

CLIENT

[Client Name]
[Street Address]
[City, State, Zip]

DETAILS

Invoice #: [0000]
Date: [Month Day, Year]
Due Date: [Month Day, Year]

DESCRIPTION OF SERVICES	RATE	HOURS/QTY	AMOUNT
[Service Item 1]	\$0.00	0	\$0.00
[Service Item 2]	\$0.00	0	\$0.00
[Service Item 3]	\$0.00	0	\$0.00
Subtotal \$0.00			
Expenses/Fees \$0.00			
Total Due \$0.00			

Payment Terms: Due upon receipt unless otherwise agreed.

Thank you for your continued loyalty.