

# INVOICE

# [Invoice Number]

**[VA Name/Agency]**

[Email Address]

[Website/Phone]

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**BILL TO:**

**[Client Name/Company]**

[Client Address]

[Client Email]

**DETAILS:**

Date: [Billing Date]

Due Date: [Due Date]

Period: [Start Date] - [End Date]

Date	Platform / Task Description	Hours	Rate	Amount
[Date]	Content Creation & Scheduling (Instagram/FB)	[0.00]	[\$[0.00]]	[\$[0.00]]
[Date]	Community Management & Engagement	[0.00]	[\$[0.00]]	[\$[0.00]]
[Date]	Analytics Reporting & Strategy	[0.00]	[\$[0.00]]	[\$[0.00]]
[Date]	Graphic Design (Canva/Ads)	[0.00]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Tax (0%): \$[0.00]

**TOTAL DUE: \$[0.00]**

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**PAYMENT INSTRUCTIONS:**

Transfer to: [Bank Name] | Account: [Number] | Routing: [Number]  
Paypal: [Email Address]

*Thank you for your business!*