

INVOICE

[Your Name / Business Name]
[Email Address]
[Phone Number]

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

BILL TO:

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

Description of Services	Hours/Qty	Rate	Amount
[Administrative Support - Weekly Package]	[00]	[\$[00.00]]	[\$[00.00]]
[Social Media Management]	[00]	[\$[00.00]]	[\$[00.00]]
[Email & Calendar Management]	[00]	[\$[00.00]]	[\$[00.00]]
Subtotal: \$[0.00]			
Tax: \$[0.00]			
Total: \$[0.00]			

PAYMENT INSTRUCTIONS:

Please send payment via [Bank Transfer/PayPal/Stripe] to [Account Details].
Thank you for your business!