

INVOICE

[Your Name/Agency Name]
[Street Address]
[City, State, Zip]
[Email Address]

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

Bill To:
[Client Name]
[Company Name]
[Client Address]

Retainer Period:
[Start Date] to [End Date]

Description	Hours/Package	Rate	Total
Monthly Virtual Assistant Retainer - [Package Name]	[X] Hours	[\$[0.00]]	[\$[0.00]]
Additional Hours (Overages)	[X] Hours	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]
Tax: \$[0.00]
Amount Due: \$[0.00]

Payment Instructions:
Please remit payment via [PayPal/Bank Transfer/Stripe] to [Payment Email/Account Details].

Thank you for your business!