

INVOICE

[0000]

[Virtual Assistant Name]
[Email Address]
[Phone Number]
[Website/Portfolio]

Billed To:
[Client Name]
[Company Name]
[Address]
[City, State, Zip]

Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

Description	Hours/Qty	Rate	Subtotal
[Administrative Support Services]	0.00	\$0.00	\$0.00
[Social Media Management]	0.00	\$0.00	\$0.00
[Special Projects / Other]	0.00	\$0.00	\$0.00

Subtotal \$0.00
Tax (0%) \$0.00
Total Due \$0.00

Payment Instructions:

Please send payment via [PayPal/Bank Transfer/Stripe] to [Account Details].

Thank you for your business!