

INVOICE

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

BILL TO:

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

Invoice #: [0001]
Date: [Date]
Due Date: [Date]

DESCRIPTION OF SERVICES	HOURS/QTY	RATE	TOTAL
[Service Title - e.g., Calendar Management]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Service Title - e.g., Inbox Filtering]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Service Title - e.g., Monthly Retainer]	[1.00]	[\$[0.00]]	[\$[0.00]]

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

Payment Instructions:

Please make checks payable to [Name] or pay via [PayPal/Bank Link].

Thank you for your business!