INVOICE

INVOICE #: [000]

DATE: [Month Day, Year]

[VA Name/Agency]

[Email Address]
[Phone Number]
[Website/Portfolio]

BILL TO:

[Client Name / Agency Name]
[Brokerage Name]
[Street Address]
[City, State, Zip]

DUE DATE:

[Month Day, Year]

Description of Services	Rate/Price	Qty/Hours	Total
[Listing Coordination: 123 Main St.]	$0.00	1	$0.00
[Social Media Management / Lead Gen]	$0.00	[0]	$0.00
[Transaction Management Fees]	$0.00	[0]	$0.00

Description of Services	Rate/Price	Qty/Hours	Total
[CRM Data Entry / Admin Support]	$0.00	[0]	$0.00

Subtotal: $0.00

Tax/Fees: $0.00

Total Due: $0.00

PAYMENT INSTRUCTIONS:

[PayPal / Venmo / Bank Transfer Details]

Thank you for your business!