

PERSONAL ASSISTANT INVOICE

DETAILS

DATE: _____

INVOICE NO. _____

FROM

COMPANY: _____

ATTN: _____

ADDRESS: _____

CITY, STATE: _____

ZIP: _____

PHONE: _____

E-MAIL: _____

BILL TO

COMPANY: _____

ATTN: _____

ADDRESS: _____

CITY, STATE: _____

ZIP: _____

PHONE: _____

E-MAIL: _____

DESCRIPTION	AMOUNT (\$)
NOTES: _____	SUBTOTAL
_____	DISCOUNT
_____	TAX / VAT
_____	TOTAL

THANK YOU FOR YOUR BUSINESS

