VIRTUAL 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	HOURS	RATE ($/HR)	AMOUNT ($)

SUBTOTAL	
DISCOUNT	
TAX / VAT	
TOTAL	

NOTES: _____

_____

_____

THANK YOU