

Retainer Virtual Assistant Invoice

From:
Virtual Assistant Name
Address Line 1
Address Line 2
Email: assistant@email.com
Phone: (555) 123-4567

To:
Client Name
Client Company
Client Address Line 1
Client Address Line 2
Email: client@email.com

Invoice #: 001
Invoice Date: June 15, 2024
Due Date: June 30, 2024

Retainer Period: June 1 to June 30, 2024

Description	Hours Included	Rate	Amount
Virtual Assistant Retainer Services	40	\$25.00	\$1,000.00
Total			\$1,000.00

- Notes:**
- Payment due within 15 days.
 - Please make payment to the details provided below.

Payment Details:
Bank Name: XYZ Bank
Account Name: Virtual Assistant Name
Account Number: 12345678
Routing Number: 123456789

Approved By:

Signature:

Date: