

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**Retainer Period:** June 1 to June 30, 2024**Invoice Date:** June 15, 2024**Due Date:** 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:**