

# Virtual Assistant Task-Based Invoice

**From:**

[Your Name or Company]

[Your Address]

[City, State ZIP]

[Email Address]

**To:**

[Client Name or Company]

[Client Address]

[City, State ZIP]

[Client Email Address]

**Invoice Number:**

**Date:**

**Due Date:**

Task Description	Hours	Rate	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total			<input type="text"/>

**Notes:****Payment Instructions:**