INVOICE

[Your Business Name]
[Street address]
[City, State ZIP]
[email@yourbusiness.com]
[(555) 555-0123]

BILL TO

[Client Name]
[Street address]
[City, State ZIP]
[client@email.com]

Invoice number:	VA-2026-11
Invoice date:	10/27/2026
Due date:	11/03/2026
Terms:	Net 7

SERVICE	UNIT PRICE	QUANTITY	AMOUNT
Monthly retainer 20 hours, [month]	$700.00	1	**$700.00**
Extra hours, [previous month] Beyond retainer	$38.00	4.5	**$171.00**
Inbox and calendar management Included in retainer	$0.00	1	**$0.00**
Social media scheduling tool At cost	$29.00	1	**$29.00**

NOTES/MEMO

Retainer for [month], billed in advance. Unused hours don’t roll over. Time log attached.

Subtotal:	$900.00
Amount due:	**$900.00**