



Jacki Hollywood Brown

INVOICE

NOW DUE

Invoice#: XXXXX
Invoice Date: DD Month YYYY

Amount Due:
\$X.XX CDN

Bill to:
Your Name
123 Main Street,
Anytown, ON A1A 1A1
555-555-5555
yourname@email.com

Payment to:
Jacki Hollywood Brown
999 Princess Street,
Mycity, ON K7K 7K7
123-456-7890
productively.organized@gmail.com

Description	Total (HH:MM)	Amount Rate = \$XX/hr
Virtual Assistant work performed during Month YYYY. For details, see attached.	12:35	\$XX.XX
	Subtotal	\$XX.XX
	Total	\$XX.XX
	Amount Paid	
	Amount Due	\$XX.XX CDN

Payment Options:
E-Transfer: to productively.organized@gmail.com

Terms and Conditions
Payment of entire invoice amount is required within 30 days from invoice date.
Administration fees will apply to late payments received after 30 days and are calculated at a rate of 2% per month.



Jacki Hollywood Brown

Your Name
123 Main Street, Anytown, ON A1A 1A1
555-555-5555
yourname@email.com

Virtual Assistant work performed during Month YYYY.

Date	Time (HH:MM:SS)	Task Description
2018-03-02	00:21:00	Task R
2018-03-05	00:20:02	Task R
2018-03-06	00:18:02	Task T
2018-03-06	00:59:34	Task C
2018-03-08	00:25:59	Task R
2018-03-08	00:09:01	Task P
2018-03-09	00:05:33	Task P
2018-03-09	00:02:43	Task P
2018-03-12	00:46:19	Task L
2018-03-12	00:10:22	Task P
2018-03-13	00:11:11	Task G
2018-03-13	00:04:20	Task T
2018-03-13	00:57:05	Task J
2018-03-14	00:36:00	Task R
2018-03-14	00:19:19	Task B
2018-03-14	00:09:40	Task P
2018-03-15	01:20:59	Task B
2018-03-16	00:10:00	Task B
2018-03-16	00:24:20	Task R
2018-03-20	00:10:22	Task T
2018-03-22	00:06:07	Task W
2018-03-22	01:17:59	Task J
2018-03-23	00:34:01	Task W
2018-03-24	00:22:59	Task W
2018-03-27	00:06:00	Task T
2018-03-28	00:05:09	Task L
2018-03-28	01:03:24	Task L
2018-03-29	00:02:05	Task L
2018-03-29	00:24:32	Task R
2018-03-30	00:02:36	Task L
2018-03-30	00:28:11	Task L

Total Time 12:34:54