PERSONAL ASSISTANT INVOICE

Invoice #	
Issue Date	
Due Date	
Tax Rate	

From
[Company Name]
[Attn]
[Street Address]
[City, State, Zip]
[Phone]
[E-Mail]

To
[Client Name]
[Client ID]
[Street Address]
[City, State, Zip]
[Phone]
[Assistant Name]

Description	Amount

Service Terms:
* The quick brown fox jumped upon a lazy dog. The quick brown fox jumped upon a lazy dog.
* The quick brown fox jumped upon a lazy dog
* The quick brown fox jumped upon a lazy dog. The quick brown fox jumped upon a lazy dog.
* The quick brown fox jumped upon a lazy dog. The quick brown fox jumped upon a lazy dog.

Subtotal	
Discount ($)	
Tax / Vat	
Shipping	
Total	