Clearpath Virtual Assistance

Admin, inbox & client support
Remote - based in Tucson, AZ
(520) 555-0108 | hello@clearpathva.example

INVOICE

Invoice #: CVA-2026-W46
Invoice date: Nov 14, 2026
Terms: Net 7
Due date: Nov 21, 2026

BILL TO
Rachel Kim
Kim Wellness Studio
rachel@kimwellness.example

BILLING DETAILS
Billing period: Nov 9 - Nov 14, 2026
Rate: $32/hr (rush tasks $40/hr)
Time tracking: Detailed task log attached / on request
Monthly cap: 40 hrs - 24.25 hrs used to date

AMOUNT DUE
$418.00
by Nov 21, 2026

Task / Description	Date	Start	End	Break (min)	Hours	Rate / hr	Amount
Inbox triage & calendar scheduling	Nov 9	9:00 AM	11:15 AM	0	2.25	$32.00	$72.00
Client onboarding emails & CRM updates	Nov 10	1:00 PM	3:45 PM	15	2.5	$32.00	$80.00
Social media scheduling (12 posts)	Nov 11	10:00 AM	12:00 PM	0	2	$32.00	$64.00
Invoice follow-ups & bookkeeping prep	Nov 12	2:00 PM	4:30 PM	0	2.5	$32.00	$80.00
Rush: workshop slide deck formatting	Nov 13	6:00 PM	8:15 PM	0	2.25	$40.00	$90.00
Weekly report & inbox zero	Nov 14	9:30 AM	10:30 AM	0	1	$32.00	$32.00

TIME SUMMARY
Total hours: **12.5**

PAYMENT
Bank transfer or payment link. Invoices are sent weekly.

SCOPE
Tasks outside the agreed scope are quoted before work begins.

Subtotal	$418.00
Sales tax (0%)	$0.00
TOTAL	**$418.00**
BALANCE DUE	**$418.00**

Thanks - have a great week.

SAMPLE

Preview only - the download contains the editable, unwatermarked files.