

INVOICE

Amy Cuddy

personal-assistants@domain.com
(XXX)-555-XXXX

Bill To:

John Smith

123 Main Street, Anytown, CA 90001
john.smith@domain.com
(XXX)-555-XXXX

Invoice	#INV-000101
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Issued Date:	02/20/2025
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Balance Due:	\$295
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Services	QTY	Price	Total
Assistance in purchasing groceries and household essentials.	1	\$50	\$50
Running various errands such as picking up dry cleaning or post office visits.	1	\$30	\$30
Scheduling and managing appointments for clients.	1	\$40	\$40
Assistance in planning travel itineraries, booking flights, and accommodations.	1	\$100	\$100
Taking care of pets including feeding, walking, and grooming.	1	\$60	\$60

Subtotal:	\$280
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Tax:	\$15
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Total:	\$295
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Terms & Conditions:

Payment Due Upon Receipt.

Please choose one of the following payment methods:

Check: Amy Cuddy 123 Main Street, Anytown, CA 90001

Zelle: Amy Cuddy (XXX)-555-XXXX/amy.cuddy@domain.com

Venmo: @Amy-Cuddy

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