



VIRTUAL EFFICIENCY

Tax Invoice

Invoice No.
Invoice Date:

Bill To:

Client name
Address
Address

Description	Total Hours	Hourly Rate	Total \$
Secretarial services for May 2007 as per Time Billing	4 hours	\$30.00	\$120.00
Any taxes applicable to your country such as goods and services tax (if you are registered for such tax)		GST	\$12.00
		Total Due incl GST	\$132.00

Cheques/checks payable to: Virtual Efficiency
OR
Direct Deposit payments to:
Account details
OR
Paypal
(or whatever payment arrangements you wish)

Payment would be appreciated within 14 days of date of invoice.

Address:
Address:

Phone:
Fax:

Home based secretarial and administrative support service 24 hrs 7 days per week
Company details, URL, etc.