

# EARNINGS LOG

Virtual Assistant Service Tracking

Month: \_\_\_\_\_

Year: 20\_\_\_\_

DATE	CLIENT / PROJECT	TASK DESCRIPTION	HOURS	RATE	TOTAL
Oct 01	Acme Corp	Inbox Management & Scheduling	5.0	\$30	<b>\$150.00</b>
Oct 03	Design Hub	Social Media Asset Creation	3.5	\$35	<b>\$122.50</b>
Oct 04	Personal Brand X	Email Newsletter Ghostwriting	2.0	\$40	<b>\$80.00</b>

Gross Earnings **\$352.50**

Tax Reserve (30%) **\$105.75**

Net Income **\$246.75**

Confidential Freelance Document ~~â€¢~~ Generated for Virtual Assistant Professional Records