

[Your logo] Your Company Name

INVOICE

Street address, City, State ZIP

Phone | Email | Website

License #: _____

Invoice #: _____

Invoice date: _____

Due date: _____

PO / job / claim #: _____

BILL TO	JOB SITE
Customer name	Job site address (if different)
Billing address	Dates of work: _____ to _____
Phone / email	Insurance claim # / date of loss (if any)

Work completed: _____

Type	Description	Qty	Unit	Rate	Amount
Labor					
Materials					
Subcontractor					
Equipment					
Change order #					
Allowance					
Permit / fee					

Subtotal	
Sales tax (if your state requires it)	
Invoice total	
Less deposit received (date)	
Less payment received (date)	
Less payment received (date)	
BALANCE DUE	
Due by	

How to pay: Check payable to Your Company Name. ACH or card: add your payment link.

Terms: Payment due by the due date above. Questions? Call or text us before the due date.

Warranty: Add your workmanship warranty and manufacturer warranty info.

Thank you! How did we do? A Google review helps a small business like ours more than you know: (paste your review link)

How did you hear about us? Google / Referral / Truck or yard sign / Social media / Other: _____