Invoice

[Your name or business name] · [phone] · [email] · [address]
[Your TIN or EIN - optional]
Invoice no. [2001] · Sent: [date] · Payment due: [date]
Bill to: [client business name] · Attn: [contact] · [billing address]
PO or work order #: [if the client gave you one]
Work dates: [first day] to [last day] · Job address: [where you worked]
[Service] - [qty or hours] × [rate] = [$] (one line per service)
Materials - [qty] × [your price] = [$] (only if you supplied them)
Subtotal: [$] · Tax: [rate]% on [taxable items] = [$] · Amount due: [$]
Terms: due by [date] · Pay by: [card or bank pay link] · [check payable to your name or business]
[Thank-you line]

DESCRIPTION	QTY	PRICE	AMOUNT
		Subtotal	
		Sales tax	
		Total due	