Invoice

[Business name] · License #[number] · [phone] · [email] · [address]
Invoice #[2001] · Sent: [date] · Due: [date, e.g. 14 days out]
Bill to: [client name] · [billing address] · Service address: [where the work was]
Scope: [one sentence, e.g. upgraded 100A service to 200A] · Work date: [date]
Permit - [permit #] - [$] (at cost)
Labor - [hours] × [rate] = [$], or Flat price - [job] = [$]
[Panel or device] - [qty] × [your price] = [$]
[Breakers] - [qty] × [your price] = [$]
[Wire size and type] - [feet] × [price per foot] = [$]
Inspection visit - [$] (if you charge for meeting the inspector)
Subtotal [$] · Sales tax [rate]% on [taxable items] [$] · Total due [$]
Terms: due [date] · Pay by [card or bank pay link] or [check to your business] · [warranty on workmanship]

DESCRIPTION	QTY	PRICE	AMOUNT

Subtotal	
Sales tax	
Total due	