Invoice

[Your name / business] · [license or registration #, if any] · [phone] · [email]
Invoice #[4001] · Date: [visit date] · Due: [date]
Bill to: [client name] · [billing address] · Property: [address you worked at]
Trip charge / visit minimum - [$]
Task: [what and where] - [flat price], or [hours] × [rate] = [$]
Task: [what and where] - [qty] × [price each] = [$] (repeat for every task)
Materials: [item] - [qty] × [your price] = [$] (receipt on file)
Subtotal [$] · Sales tax [rate]% on [taxable items] [$] · Total due [$]
Terms: due [date] · Pay by [card or bank pay link] or [check to you] · [guarantee on your work, if any]
Still on the list for next time: [tasks you did not get to]

DESCRIPTION	QTY	PRICE	AMOUNT
		Subtotal	
		Sales tax	
		Total due	