Invoice

[Company name] · License #[number] · [phone] · [email] · [address]
Invoice #[3001] · Date: [date] · Due: [date]
Customer: [name] · [billing address] · Equipment at: [address]
Equipment: [brand] [model] · Serial [number] · Refrigerant [type]
Complaint: [what the customer reported] · Found: [what you found] · Fixed: [what you did]
Diagnostic fee - [$]
Labor - [hours] × [rate] = [$], or Flat-rate repair - [name] = [$]
[Part] - [qty] × [your price] = [$] (one line per part)
Refrigerant [type] - [lbs] × [price per lb] = [$]
Subtotal [$] · Sales tax [rate]% on [taxable items] [$] · Total due [$]
Terms: due [date] · Pay by [card or bank pay link] or [check to your company] · [parts and labor warranty]

DESCRIPTION	QTY	PRICE	AMOUNT
		Subtotal	
		Sales tax	
		Total due	