Invoice

[Business name] · [phone] · [email] · [mailing address]
Invoice no. [3001] · Issued: [date] · Due by: [date]
Client: [name] · Bill to: [billing address] · Work done at: [job address]
Hourly rate: $[rate] per hour · Billed in [quarter hours]
[Date] - [task] - [hours] × $[rate] = [$] (one line per task)
Minimum charge - [visit] - [minimum hours] × $[rate] = [$] (only if it applies)
Travel - [trips or miles] × [$] = [$] (only if you bill it)
Materials - [item] - [qty] × [your price] = [$] (only if you supplied them)
Subtotal: [$] · Sales tax, only if labor is taxed where you work: [$] · Amount due: [$]
Payment: [card or bank pay link] or [check to your business] · Due [number] days from the invoice date
[Thank-you line]

DESCRIPTION	QTY	PRICE	AMOUNT
		Subtotal	
		Sales tax	
		Total due	