Invoice

[Business name] · [phone] · [email] · [license #, if any]
Invoice #[4120] · Sent: [date] · Due: [date]
Bill to: [client name] · Property: [address]
Project: [short description] · Work dates: [dates]
Labor - [hours] × [hourly rate] = [$]
[Plant name, size] - [count] × [your price] = [$]
[Mulch / soil / stone] - [cu yd or tons] × [price] = [$]
[Pavers / edging / boulders] - [sq ft or pieces] × [price] = [$]
Delivery - [$] · Haul-away - [$]
Subtotal [$] · Sales tax [rate]% on [plants and materials] [$] · Total due [$]
Plant guarantee: [terms] · Pay by [date] via [pay link or check]

DESCRIPTION	QTY	PRICE	AMOUNT

Subtotal	
Sales tax	
Total due	