Invoice

[Your business name] · [license #] · [phone] · [email] · [address]
Invoice #[1001] · Date: [date sent] · Due: [date, e.g. 14 days later]
Bill to: [client name] · [billing address] · Job address: [where you worked]
Work done: [one plain sentence, e.g. replaced water heater] · Date of work: [date]
Service call - [$]
Labor - [hours] × [hourly rate] = [$], or Flat rate - [job] = [$]
Travel - [miles or flat amount] = [$] (only if you bill it)
[Part name] - [qty] × [your price] = [$] (one line per part)
Subtotal [$] · Sales tax [rate]% on [what is taxable] [$] · Total due [$]
Terms: due by [date] · Pay by: [card or bank pay link] · [check payable to your business]
[Thank-you line] · [warranty on parts and labor, if you give one]

DESCRIPTION	QTY	PRICE	AMOUNT
		Subtotal	
		Sales tax	
		Total due	