

Contractor

Business name	_____	Phone	_____
Business address	_____	Email	_____
City, state, ZIP	_____	License / certification number	_____

Bill to

Client name	_____	Phone	_____
Billing address	_____	Email	_____
City, state, ZIP	_____	Property address (if different)	_____

Invoice details

Invoice number	_____	Invoice date	_____
Due date	_____	Job or work order number	_____

Work performed

1. _____
2. _____
3. _____

Line items

#	Description	Part #	Quantity	Unit	Unit price	Amount
1	Example: installation or repair labor			hour / flat rate		
2	Example: water heater unit, expansion tank	e.g. PN-1234		each		
3	Example: city plumbing permit, passed through at cost			flat fee		
4	Example: diagnostic visit before repair			flat fee		
5	Example: haul away old unit, dump fee			load / each		
6						
7						
8						
9						
10						
11						

12						
13						
14						

Subtotal	
Tax rate	
Tax	
Total	
Deposit credit applied	
Balance due	

Payment methods

Check payable to	Mail check to
Bank transfer, account name	Routing and account reference
Payment app handle	App name and username

Terms

Payment terms	Late payment policy
Deposit credit reference	Warranty on parts and labor

Questions on this invoice are answered before the due date. Reference the invoice number on every payment.