

Contractor

Business name	_____	Phone	_____
Business address	_____	Email	_____
City, state, ZIP	_____	Roofing license 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	_____
Insurance claim number	_____	Adjuster name or phone	_____

Work performed

1. _____
2. _____
3. _____

Line items

#	Description	Quantity	Unit	Unit price	Amount
1	Example: tear off existing shingles, 2 layers removed		square		
2	Example: architectural shingles installed		square		
3	Example: synthetic underlayment		square		
4	Example: step and valley flashing replaced		linear ft / each		
5	Example: city roofing permit, passed through at cost		flat fee		
6	Example: dumpster and haul away old shingles		load / each		
7					
8					
9					
10					
11					

12					
13					
14					

Subtotal

Tax rate

Tax

Total

Deposit received

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 received reference

Warranty on materials and
labor

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

Free template from SimplyWise. simplywise.com/blog

Estimate from a photo in the SimplyWise Cost Estimator app: swcostestimator.app.link/ce-ai