Handyman Invoice Template

A simple invoice for repair visits and small jobs. Mix hourly and flat-rate labor, list materials as quantity times unit price, add tax, subtract any deposit, and bill the balance due.

Your business

Business name	
Your name	
Phone	
Email	
Business address	
License number if your state requires one	

Client and job

Client name	
Client phone or email	
Billing address	
Job address	
Job description	

Invoice details

Invoice number	
Invoice date	
Work completed date	
Due date	
Payment terms	

Totals

Labor subtotal	
Materials subtotal	
Subtotal	
Tax rate	
Tax amount	
Invoice total	

Deposit received	
Balance due	

Payment and signature

Payment methods accepted	
Minimum service charge note	
Late fee note	
Your signature	
Date	

Line items

Line	Line type	Hours or quantity	Rate or unit price	Amount
Fix a faucet leak	Hourly labor	2	75.0	150.0
Hang three interior doors	Flat-rate labor	1	240.0	240.0
Patch and paint drywall	Hourly labor	3	75.0	225.0
Faucet cartridge	Material	1	24.5	24.5
Shutoff valves	Material	2	8.25	16.5
Joint compound	Material	1	12.0	12.0

The six line item rows are the worked example from the page. Overwrite them with your job.

In the XLSX, the Amount column is hours or quantity times rate or unit price, and the Totals fields are formulas (labor subtotal 615.00, materials subtotal 53.00, subtotal 668.00, tax 6 percent on materials 3.18, invoice total 671.18, deposit 100.00, balance due 571.18 for the example).

Example rate of 75.00 an hour and 6 percent tax are examples, not market prices.

No card number field. Payment methods accepted is free text (check, bank transfer, or a payment app handle).

Not legal or tax advice.

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