INVOICE

Invoice no.

Invoice date

Due date

FROM

Business name

Address

Phone / email

BILL TO

Customer name

Address

Phone / email

Service address

Date(s) of service

WORK COMPLETED

Describe each task, quantities, estimated labor basis and materials supplied by each party.

Description	Unit	Qty	Rate	Amount
Standard Hourly Rate	hour			
Door Knob/Lock Install	each			
Drywall Patch (small	each			
Fence Repair (per board	each			
Faucet Replacement (kitchen	each			

HOW TO PAY

Who to make a check out to, bank transfer details or a pay link, and any late fee.

NOTES

Subtotal	
Tax rate (%)	
Tax	
Total	
Amount paid	
Balance due	