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

Itemize plant quantities, materials, preparation, delivery and installation areas.

Description	Unit	Qty	Rate	Amount
Lawn Mowing (Small	each			
Spring Cleanup	each			
Mulch Installation	cu yd			
Paver Patio Installation	sq ft			
Weed Control (Broadleaf	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	