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

Record origin and destination, inventory, crew hours, travel and packing services.

Description	Unit	Qty	Rate	Amount
2 Movers + Truck	hour			
Studio Apartment	each			
Full Packing Service	hour			
Piano (upright	each			
4 Bedroom House (flat	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	