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 pane counts, interior versus exterior glass, screens, tracks and access height.

Description	Unit	Qty	Rate	Amount
Interior & Exterior Windows	pane			
Small Home (up to 15 windows	each			
Screen Cleaning	each			
Storefront (per pane	pane			
Standard Double-Hung Window	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