

[Your Company Name]

[Address] · [Phone] · [Email] · [License #]

INVOICE

Bill to		Invoice #	
Job site address		Invoice date	
Project		Due date	

WORK PERFORMED

Description	Qty	Unit	Rate	Amount

Subtotal	
Sales tax (if applicable)	
Invoice total	
Less deposits / payments received	
Balance due	

HOW TO PAY

Check payable to [Company] · Zelle / ACH details · Card

TERMS

Payment is due by the due date above. Please include the invoice number with your payment. Questions about this invoice? Contact us before the due date. Thank you for your business.