[Your company name]

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

INVOICE

Invoice #	
Invoice date	
Due date	
Bill to	
Job site	
PO / job #	

WORK PERFORMED

Description	Qty	Rate	Amount
Subtotal			
Sales tax (only where your state taxes the items)			
Total due			

PAYMENT TERMS

Payment due by the date above. Accepted: [check, card, ACH]. Balances unpaid after the due date may be subject to a late charge of [x]% per month, where permitted by law.

Warranty: workmanship warranted for [period] from completion. Manufacturer warranties apply to equipment.

Have an attorney review your terms, especially late fees, interest and lien language.

Free template from SparkQuote (sparkquote.ai). Check the numbers and terms for your jobs and state.