[Your Shop Name]

Shop registration #: [if your state requires one]
[Street address]
[City, State ZIP]
[Email] · [Phone]

INVOICE

Invoice # **[INV-0001]**
Invoice date **[MM/DD/YYYY]**
Due date **[MM/DD/YYYY]**

BILL TO

[Customer or company name]
[Billing address]
[City, State ZIP]

VEHICLE

Year / make / model: [details]
VIN: [17 characters] Plate: [number]
Odometer in / out: [miles]

Description	Type	Qty	Unit price	Taxable	Amount
Example: Labor, replace front pads and rotors (hours)	Labor	2	$120.00	N	$240.00
Example: Brake pads, new	Parts	1	$68.00	Y	$68.00
Example: Rotors, new (each)	Parts	2	$74.00	Y	$148.00
Example: Oil and filter service	Service	1	$65.00	N	$65.00

PAYMENT DETAILS

Bank transfer / ACH: [Bank name], routing [000000000], account [0000000000]
Check payable to: [Your business name]
Pay online: [your Stripe, PayPal or Venmo payment link]
Please include the invoice number with your payment.

Payment due at pickup.

Subtotal	$521.00
Sales tax (taxable items) (example 6%)	$12.96
Total due (USD)	**$533.96**

NOTES

Sales tax applies only to rows marked Y. Taxability of labor and materials varies by state.
List each part as new, used, rebuilt or reconditioned where your state requires it.

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