[Your Electrical Company]

License #: [if required]
[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]

JOB

Service address: [where the work was done]
Date of service: [MM/DD/YYYY]
Permit #: [if pulled]

Description	Type	Qty	Unit price	Taxable	Amount
Example: Labor (hours)	Labor	6	$110.00	N	$660.00
Example: 200A panel and breakers	Parts	1	$820.00	Y	$820.00
Example: Wire and fittings	Parts	1	$140.00	Y	$140.00
Example: Permit and inspection fee	Fee	1	$175.00	N	$175.00

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 within [15] days.

Subtotal	$1,795.00
Sales tax (taxable items) (example 6%)	$57.60
Total due (USD)	**$1,852.60**

NOTES

Sales tax applies only to rows marked Y. Taxability of labor and materials varies by state.