[Your Landscaping Company]

[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]

SERVICE

Property: [service address]
Service period: [MM/DD/YYYY to MM/DD/YYYY]
Plan: [weekly, biweekly or one-time]

Description	Type	Qty	Unit price	Taxable	Amount
Example: Lawn mowing and edging (visits)	Service	4	$55.00	Y	$220.00
Example: Mulch install (yards)	Materials	3	$70.00	Y	$210.00
Example: Hedge trimming (hours)	Service	2	$60.00	Y	$120.00

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	$550.00
Sales tax (taxable items) (example 6%)	$33.00
Total due (USD)	**$583.00**

NOTES

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