[Your Plumbing 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]
Work order #: [optional]

Description	Type	Qty	Unit price	Taxable	Amount
Example: Service call	Fee	1	$95.00	N	$95.00
Example: Labor (hours)	Labor	2	$120.00	N	$240.00
Example: 40-gal water heater	Parts	1	$680.00	Y	$680.00
Example: Fittings and supply lines	Parts	1	$64.00	Y	$64.00

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 on receipt.

Subtotal	$1,079.00
Sales tax (taxable items) (example 6%)	$44.64
Total due (USD)	**$1,123.64**

NOTES

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