[Your Roofing 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

Property: [job address]
Roof size: [squares] Material: [type and color]
Insurance claim #: [if applicable]

Description	Type	Qty	Unit price	Taxable	Amount
Example: Tear-off and disposal (squares)	Labor	24	$65.00	N	$1,560.00
Example: Architectural shingles (squares)	Materials	24	$145.00	Y	$3,480.00
Example: Install labor (squares)	Labor	24	$110.00	N	$2,640.00
Example: Flashing and drip edge	Materials	1	$420.00	Y	$420.00

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.

Balance due on completion.

Subtotal	$8,100.00
Sales tax (taxable items) (example 6%)	$234.00
Total due (USD)	**$8,334.00**

NOTES

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

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