[YOUR LOGO]

INVOICE

Invoice # [0001]

Invoice date [Month DD, YYYY]

Due date [Month DD, YYYY]

[Your Company Name]

[Street Address], [City, State ZIP]
[Phone] · [Email] · [Website]
[License # if applicable]

BILL TO
[Client Name]
[Billing Address]
[Phone] · [Email]

PROPERTY / SERVICE ADDRESS
[Street Address], [City, State ZIP]
Work completed: [date or period]

Materials

DESCRIPTION	QTY	UNIT	RATE	AMOUNT
[Pavers, e.g. 16 x 20 ft patio]	[Qty]	[sq ft]	[$0.00]	[$0.00]
[Base gravel, compacted]	[Qty]	[ton]	[$0.00]	[$0.00]
[Plants, e.g. 3 gal shrubs]	[Qty]	ea	[$0.00]	[$0.00]
[Mulch or decorative rock]	[Qty]	[cu yd]	[$0.00]	[$0.00]

Labor and services

DESCRIPTION	QTY	UNIT	RATE	AMOUNT
[Installation]	[Hours]	hr	[$0.00]	[$0.00]
[Lawn care visit, date]	[Visits]	ea	[$0.00]	[$0.00]
[Cleanup and haul-away]	[Hours]	hr	[$0.00]	[$0.00]

Change orders

DESCRIPTION	QTY	UNIT	RATE	AMOUNT
[Approved extra work, date approved]	[Qty]	[Unit]	[$0.00]	[$0.00]

Subtotal	[$0.00]
Tax ([rate]%)	[$0.00]
Invoice total	[$0.00]
Less deposit received ([date])	–[$0.00]
Balance due	**[$0.00]**

Payment terms

• Payment due: [on receipt / within [X] days of the invoice date].
• Accepted payment methods: [list the methods you accept].
• Late payments: [state any late fee your local rules allow].
• Reference: this invoice covers work under proposal or contract # [0001] signed [date].

Notes

[Thank-you note, warranty reminder or care instructions.]