[BUSINESS NAME]

[Street Address]
[City, State, Zip]
[Phone Number]
[Email/Website]

INVOICE

Invoice #: [0000]
Date: [MM/DD/YYYY]
Due Date: [MM/DD/YYYY]

UNPAID / PENDING

CLIENT INFORMATION

[Client Name]
[Service Address]
[City, State, Zip]
[Phone Number]

JOB DESCRIPTION

[Brief Summary of Maintenance/Repairs: e.g., HVAC Inspection, Gutter Cleaning, Electrical Repair]

Service / Material Description	Qty/Hrs	Rate/Price	Total
[Service Item 1: Description of work performed]	[0.0]	$[0.00]	$[0.00]
[Service Item 2: Description of work performed]	[0.0]	$[0.00]	$[0.00]
[Material/Part: Name and Manufacturer]	[0]	$[0.00]	$[0.00]

Subtotal: $[0.00]
Tax ([0]%): $[0.00]

Total Amount: $[0.00]

NOTES & TERMS

1. Payments accepted via [Cash/Check/Credit Card/Transfer].
2. All parts and labor are warrantied for [00] days from date of service.
3. Please make checks payable to: **[Business Name]**

Thank you for your business!