

[COMPANY NAME]

[Street Address]
[City, State, Zip]
License #: [000000000]

INVOICE

Invoice #: _____
Date: _____
P.O. #: _____

BILL TO

[Client Name]
[Billing Address]
[Contact Name]
[Phone Number]

PROJECT SITE

[Project Name]
[Site Address]
[System Type: HVAC/Chiller/Boiler]

Description of Installation Services / Equipment	Quantity	Unit Price	Total
[Main Unit / Mechanical System Description]			
[Materials, Piping, Ductwork, Fittings]			
[Labor: Installation Hours / Specialized Craft]			

Description of Installation Services / Equipment	Quantity	Unit Price	Total
[Permits, Inspections, and Testing]			

Subtotal: \$ _____
Tax Rate (%): _____
Sales Tax: \$ _____
TOTAL DUE: \$ _____

TERMS & NOTES

- 1. Payment is due within [XX] days.
- 2. All equipment remains the property of [Company Name] until paid in full.
- 3. Warranty information attached for all mechanical components installed.

Thank you for your business. For billing inquiries, please contact [Email/Phone].