

INVOICE

[Your Company Name]
[Business Address]
[Phone Number]
[Email/Tax ID]

Invoice #: _____
Date: _____
Due Date: _____

CLIENT:

[Client Name]
[Installation Address]
[Phone Number]

PROJECT DETAILS:

Staircase Type: _____
Material: _____
Total Steps/Risers: _____

Description of Work / Materials	Qty/Sqft	Rate	Total
Flooring Material (Planks/Carpet/Vinyl)			
Stair Nosing / Trim Profiles			
Underlayment / Adhesive			
Labor: Subfloor Prep & Leveling			

Description of Work / Materials	Qty/Sqft	Rate	Total
Labor: Fitting Treads & Risers			
Disposal of Old Flooring			
Subtotal: \$ _____			
Tax: \$ _____			
Total: \$ _____			

Payment Terms:

Please make checks payable to [Company Name]. Payments are due within [X] days.
Warranty: [X] years on workmanship from date of completion.