

INVOICE

Invoice invoice template
avoinvoice.com

FROM

Your business name _____

Address _____

Phone · email _____

BILL TO

Client name _____

Client address _____

Phone · email _____

INVOICE #	DATE	DUE DATE
_____	_____	_____
JOB / PROJECT	PO # (IF ANY)	
_____	_____	

DESCRIPTION	QTY × RATE	AMOUNT
Labor / service (hours × rate)		
Materials or parts		
Travel or delivery		
Other		
Discount		
Deposit received (negative)		

NOTES & PAYMENT TERMS
Payment due within 15 days of the invoice date. Pay by Zelle, check or bank transfer; details in the email. Late payments accrue 1.5% per month.

Subtotal

Tax

TOTAL DUE _____