

Sample invoice for reference only

Your Business Name

hello@yourbusiness.com | (555) 123-4567 | 100 Sunny Ave,
Anytown, CA 90001

INVOICE

Invoice #: 2026-034
Invoice date: July 22, 2026
Due date: August 5, 2026
Service date: July 20, 2026

BILL TO

Sample Client

sample@example.com | (555) 987-6543
42 Willow Lane, Anytown, CA 90001

Description	Qty	Rate	Total
Handyman labor (billed hours) General repair labor, 2.5 hours on-site	2.5	\$75.00	\$187.50
Trip fee One-visit service call, flat fee	1	\$65.00	\$65.00
Door hinge repair (approved add-on) Extra scope after arrival, 1 hour, client approved on-site	1	\$75.00	\$75.00
Hardware and adhesives Small parts consumed on the job	1	\$15.00	\$15.00
Consumables (drill bits, screws) Handyman-supplied consumables prorated to the job	1	\$12.50	\$12.50
Lockset parts with markup Retail \$32 marked to \$40 (25% markup)	1	\$40.00	\$40.00
Subtotal			\$395.00
Tax			\$4.73 (7% on materials only if it applies)
Total			\$399.73

PAYMENT TERMS

Net 14. Payable by bank transfer, Zelle, cash, or check.

NOTES

Est. #EST-2026-034 approved 2026-07-18 Approved change: +1 hr door hinge (client agreed on-site 2026-07-20) One-visit repair. Client requested to hold spare hinge parts for future use.

Thank you for your business.

Example only. Line item pricing varies by market, job scope, and business. Confirm your own pricing before quoting a client. Confirm your local sales tax rules and rate before adding tax to an invoice.

[email] | [phone] | [business address]

Invoice #: _____

Invoice date: _____

Due date: _____

Service date: _____

[service address]

Thank you for your business.