

Sample invoice for reference only

Your Business Name

hello@yourbusiness.com | (555) 123-4567 | Your business address

INVOICE

Invoice #: 2026-071
Invoice date: July 23, 2026
Due date: August 6, 2026
Service date: July 20, 2026

BILL TO

Sample Client

sample@example.com | (555) 987-6543
Sample service address

Description	Qty	Rate	Total
Lawn mowing and edging Residential visit	1	\$65.00	\$65.00
Spring cleanup labor 3 hours on-site (2 quoted, 1 added with client approval)	3	\$55.00	\$165.00
Hardwood mulch (dyed) Materials, 3 cubic yards	3	\$45.00	\$135.00
Mulch installation labor Bed prep and spread, 3 cubic yards	3	\$60.00	\$180.00
Equipment and haul fee Trailer plus truck for the visit	1	\$45.00	\$45.00
Green-waste disposal Dump ticket, one load (actual ticket ran above the estimate)	1	\$35.00	\$35.00
Subtotal			\$625.00
Tax (7% on materials only)			\$9.45
Total			\$634.45

PAYMENT TERMS

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

NOTES

Est. #EST-2026-071 approved 2026-07-15 Approved change on-site: +1 hour spring cleanup labor and a higher disposal ticket than estimated (client agreed 2026-07-20) Recurring lawn maintenance client.

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]

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[service address]

Thank you for your business.