

Sample invoice for reference only

Your Business Name

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

INVOICE

Invoice #: 2026-204
Invoice date: July 23, 2026
Due date: August 6, 2026
Service date: July 21, 2026

BILL TO

Sample Client

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

Description	Qty	Rate	Total
Water heater, 50 gallon gas Like-for-like replacement	1	\$1,150.00	\$1,150.00
Water heater installation labor Flat-rate install	1	\$650.00	\$650.00
Thermal expansion tank Code-required addition	1	\$165.00	\$165.00
Main shutoff valve replacement Discovered on site	1	\$145.00	\$145.00
Old water heater removal and disposal Haul-away and recycling	1	\$125.00	\$125.00
Municipal plumbing permit Pass-through at cost	1	\$175.00	\$175.00
Less: diagnostic trip fee credited Credited in full	1	-\$95.00	-\$95.00
Subtotal			\$2,315.00
Tax (7% on materials only)			\$102.20
Total			\$2,417.20

PAYMENT TERMS

Net 14. Payable by bank transfer, Zelle, cash, or check. Permit fee is billed at cost.

NOTES

Est. #EST-2026-204 approved 2026-07-19. Two changes approved on site 2026-07-21 before the work was done: a code-required thermal expansion tank and a seized main shutoff valve. Water heater replacement, 50 gallon gas, like-for-like. Sales tax in this example is applied to materials only at an illustrative rate. Whether your labor is taxable depends on whether your state treats the job as a capital improvement to real property or as a taxable repair. Confirm your own state rules and rate before you invoice.

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 #: _____

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[service address]

Thank you for your business.