

Sample invoice for reference only

Your Business Name

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

INVOICE

Invoice #: 2026-001
Invoice date: July 24, 2026
Due date: August 7, 2026
Service date: July 22, 2026

BILL TO

Sample Client

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

Description	Qty	Rate	Total
Professional services	8	\$85.00	\$680.00
Materials and supplies	1	\$240.00	\$240.00
Equipment or delivery fee	1	\$95.00	\$95.00
		Subtotal	\$1,015.00
		Tax	\$16.80
		Total	\$1,031.80

PAYMENT TERMS

Net 14. Payable by bank transfer, Zelle, cash, or check. Reference the invoice number on payment.

NOTES

Est. #EST-2026-001 approved 2026-07-15. No changes were approved after the estimate. Replace every field with your own details. The structure is what matters: who is billing, who is paying, what was delivered, and what is owed.

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.