Your Company Name

123 Your Street
Your City, ST 00000
(555) 010-0100
office@yourcompany.example
www.yourcompany.example
License #LIC-000000
Licensed and insured — certificate on request

INVOICE

No. **INV-1001**
Date **Sep 1, 2026**
Due **Sep 15, 2026**

BILL TO

Client Name
456 Client Street
Their City, ST 00000
(555) 010-0200
client@example.com

DESCRIPTION	QTY	UNIT	RATE	TAX	AMOUNT
MATERIALS					
Framing lumber and fasteners package	1	ea	$1,850.00	T	$1,850.00
Pressure-treated deck framing	400	sq ft	$9.50	T	$3,800.00
Composite decking, supplied and installed	400	sq ft	$18.75	T	$7,500.00
Paint-grade poplar trim stock	40	ft	$4.85	T	$194.00
LABOR					
Rough carpentry, crew day	2	day	$1,250.00		$2,500.00
Finish carpentry, per hour	6	hr	$105.00		$630.00
Trim install, existing structure (scribed fit)	40	ft	$11.50		$460.00
ALLOWANCES					
ALLOWANCE — rot and structural repair	1	ea	$850.00		$850.00

Subtotal	$17,784.00
Tax (8.25%)	$1,100.88
Total	**$18,884.88**

T = taxable line

HOW TO PAY

Check or Zelle to Your Company Name. Please reference the invoice number.

NOTES

Work completed as described on estimate EST-1001.

TERMS

Payment is due within 14 days of the invoice date. Thank you for your business.

DESCRIPTION	QTY	UNIT	RATE	TAX	AMOUNT

Accepted by

Date