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
LABOR					
Bed preparation, soil amendment and grading	400	sq ft	$2.40		$960.00
Crew day, two-person with equipment	2	day	$1,150.00		$2,300.00
Restricted-access surcharge (no machine entry)	6	hr	$85.00		$510.00
Maintenance visit, mow, edge, blow	1	ea	$65.00		$65.00
MATERIALS					
Shrub, 5-gal, supplied and planted	1	ea	$78.00	T	$78.00
Tree, 15-gal, supplied, staked and planted	1	ea	$295.00	T	$295.00
Hardwood mulch, installed 3 in. deep	8	cu yd	$95.00	T	$760.00
Sod, supplied and laid	400	sq ft	$1.65	T	$660.00

Subtotal	$5,628.00
Tax (8.25%)	$147.92
Total	**$5,775.92**

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.

Accepted by

Date