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					
Architectural shingles, supplied and installed	24	sq	$485.00	T	$11,640.00
Synthetic underlayment	24	sq	$58.00	T	$1,392.00
Ice-and-water shield, eaves and valleys	24	sq	$145.00	T	$3,480.00
Ridge vent, cut and install	40	ft	$18.50	T	$740.00
LABOR					
Tear-off and disposal, first layer	24	sq	$115.00		$2,760.00
Tear-off, each additional layer	24	sq	$75.00		$1,800.00
Steep-pitch adder (8/12 and above)	24	sq	$85.00		$2,040.00
Dumpster, delivery, haul-off and magnet sweep	1	ea	$685.00		$685.00

Subtotal	$24,537.00
Tax (8.25%)	$1,423.29
Total	**$25,960.29**

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 ____________________