[Your business name]

[Address]
[City, region, postcode]
[you@example.com]

INVOICE

Invoice no. **INV-0001**

BILL TO

[Client name]

[Client address]
[client@example.com]

Description	Qty	Rate	Amount
Labour [Job address or reference]	1	$0.00	$0.00
Materials (as listed)	1	$0.00	$0.00
Equipment or skip hire	1	$0.00	$0.00
Approved change or extra work	1	$0.00	$0.00

Subtotal	$0.00
Total (USD)	**$0.00**
Balance due (USD)	**$0.00**

PAYMENT DETAILS

[How to pay: bank, PayPal, or other details]

NOTES

Job reference and site address are in the line items. Materials are billed as listed.

TERMS

Payment is due within 14 days of the invoice date. Approved extras are billed on their own lines.