

[Your business name]

[Street address, city, state ZIP]

[Phone] · [Email] · [Website]

[Fixed site / mobile — service area] · [City license #, if issued]

INVOICE

Invoice # [0001]

Date [MM/DD/YYYY]

Due [MM/DD/YYYY]

Period [Month] · [fleet / dealership / mobile route]

BILL TO

[Customer name]

[Street address]

[City, state ZIP]

[Phone or email]

FLEET

[n] vehicles — units and plates [on the wash log]

Washed [at the bay / on site]: [dates]

[Anything unusual this period]

DESCRIPTION	QTY	RATE	AMOUNT
Exterior wash and dry — fleet rate [Vehicles × visits]			
Full wash with interior vacuum and windows [Vehicles, dates]			
Express wax / sealant [Vehicles, date]			
Add-on — [tire shine / bed wash / pet hair] [Vehicles]			
Detail — [interior / exterior / full] — [vehicle] [Date]			
On-site visit — [location] [Visits × fee]			
		Subtotal	
		Sales tax / GST / VAT ([rate]%)	
		Deposit received	
		Balance due	

PAYMENT

[Net 15, or your due date. How to pay.]

NEXT VISIT

[Dates; anything to flag on a vehicle.]