

[Your business name]

[Street address, city, state ZIP]

[Phone] · [Email] · [Website]

License # [your electrical contractor license number]

INVOICE

Invoice # [0001]

Date [MM/DD/YYYY]

Due [MM/DD/YYYY]

Permit # [number · inspection date]

BILL TO

[Customer name]

[Street address]

[City, state ZIP]

[Phone or email]

JOB

[What you did]

[Job address, if different] · [Date of work]

[Electrician]

DESCRIPTION	QTY	RATE	AMOUNT
Service call / diagnostic			
Permit and inspection [Permit number]			
Labor — [task] [Flat rate, or hours × rate]			
[Panel / breakers / wire / fixture] [Brand, model, rating]			
Materials — boxes, connectors, conduit			
Customer option — [surge protector / EV charger / extra circuit]			
		Subtotal	
		Sales tax / GST / VAT ([rate]%)	
		Deposit received	
		Balance due	

PAYMENT

[Due within 14 days. How customers can pay.]

NOTES

[What was labeled, left or recycled; anything the customer should know.]

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