[Your business name]

[Street address, city, state ZIP]
[Phone] · [Email] · [Website]

INVOICE

Invoice # [0001]
Date [MM/DD/YYYY]
Due [MM/DD/YYYY]

BILL TO

[Customer name]
[Street address]
[City, state ZIP]
[Phone or email]

PICKUP

[What you hauled: cleanout, single items]
[Pickup address, if different] · [Date]
[Crew size]

DESCRIPTION	QTY	RATE	AMOUNT
[Quarter / half / three-quarter / full] truckload [About how many cubic yards; what it was]			
Item fee: [mattress / appliance / tires / electronics]			
Labor extra: [stairs / long carry / demolition]			
Disposal or recycling fee (passed on)			
Minimum charge (single-item pickups)			

Subtotal	
Sales tax / GST / VAT ([rate]%)	
Deposit received	
Balance due	

PAYMENT

[Due on completion, or a due date. How customers can pay.]

WHERE IT WENT

[What you donated, recycled and took to the landfill.]

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