

[Your business name]

[Street address, city, state ZIP]

[Phone] · [Email] · [Website]

[License #, if required] · insured · [EPA lead-safe firm #, for pre-1978 homes]

INVOICE

Invoice # [0001]

Date [MM/DD/YYYY]

Due [MM/DD/YYYY]

BILL TO

[Customer name]

[Street address]

[City, state ZIP]

[Phone or email]

JOB

[Interior / exterior — which rooms or surfaces]

[Job address, if different] · [Dates] · [crew size]

[Colors on record below for touch-ups]

DESCRIPTION	QTY	RATE	AMOUNT
Prep — [patch, sand, caulk, mask, pressure wash, scrape] [What was done, so the half of the job nobody sees is on the page]			
Walls — [two] coats [Finish; approximate sq ft]			
Ceilings — [one] coat [Finish; approximate sq ft]			
Trim and doors — [semi-gloss] [Linear ft; doors, one or both sides]			
[Siding / exterior] — [coats] [Material; approximate sq ft]			
Paint and materials [Gallons by product; tape, plastic, patch compound]			
Subtotal			
Sales tax / GST / VAT ([rate]%)			
Deposit received			
Balance due			

PAYMENT

[Due within 14 days. How to pay.]

COLORS ON RECORD

[Surface: product, color code, finish — for every surface you painted.]