

[Your business name]

[Street address, city, state ZIP]

[Phone] · [Email] · [Website]

[Licensed cosmetologists · salon license #, where your state issues one]

INVOICE

Invoice # [0001]

Date [MM/DD/YYYY]

Due [MM/DD/YYYY]

Appointment [date · start – finish, at the salon / on location]

BILL TO

[Customer name]

[Street address]

[City, state ZIP]

[Phone or email]

BOOKING

[Occasion — who and how many]

Stylists: [name (lead), name]

[Trial run date, if any]

DESCRIPTION	QTY	RATE	AMOUNT
[Service] · [client] [Stylist, time]			
[Service] · [client] [Stylist, time]			
Trial run · [client] — [date] [Stylist, length, at the salon]			
Add-on — [extensions placed / treatment / braids]			
On-location fee — [place], [n] stylists [Travel, early start, kit]			
Retail — [product, size] [Taxable goods in most states]			
Subtotal			
Sales tax / GST / VAT ([rate]%)			
Deposit received			
Balance due			

PAYMENT

[Balance due on the day, or within [7] days for a shoot or a business. How to pay.]

NEXT APPOINTMENT

[Who is booked next, when, with whom.]