

# [Your business name]

[Street address, city, state ZIP]

[Phone] · [Email] · [Website]

[ISA Certified Arborist / state license #] · Insured — certificate on request

# INVOICE

Invoice # [0001]

Date [MM/DD/YYYY]

Due [MM/DD/YYYY]

## BILL TO

[Customer name]

[Street address]

[City, state ZIP]

[Phone or email]

## JOB

[What you did, in one line]

[Job address, if different] · [Dates] · [crew size, crane or bucket]

[Permit number, if one was needed]

| DESCRIPTION                                                                                                                            | QTY | RATE | AMOUNT |
|----------------------------------------------------------------------------------------------------------------------------------------|-----|------|--------|
| Tree removal — [species], about [height] ft, [trunk]-inch trunk<br>[Crane / bucket / climb; what it was over; cut to rounds or hauled] |     |      |        |
| Stump grinding — [species]<br>[Depth below grade; chips left or removed]                                                               |     |      |        |
| Pruning — [species]<br>[Crown clean / raise / reduction / deadwood; clearance from roof or lines]                                      |     |      |        |
| [Cabling / bracing / emergency storm work]                                                                                             |     |      |        |
| Debris hauling and chipping<br>[All brush removed; wood left or hauled]                                                                |     |      |        |
| Permit fee<br>[At cost]                                                                                                                |     |      |        |
| Subtotal                                                                                                                               |     |      |        |
| Sales tax / GST / VAT ([rate]%)                                                                                                        |     |      |        |
| Deposit received                                                                                                                       |     |      |        |
| Balance due                                                                                                                            |     |      |        |

## PAYMENT

[Due within [7] days. How customers can pay.]

## LEFT ON SITE

[Wood, chips, stump hole — what was left and where.]