

Invoice

Invoice # _____
Date _____

SHOP INFO

Shop name	Phone
Address	Email

CUSTOMER

Name	Phone
Address	Charge account #

EQUIPMENT

Make	Model
Serial number	Hours

PARTS AND LABOR

PART NUMBER	DESCRIPTION	QTY	PRICE	LABOR CODE	DESCRIPTION	HOURS	TOTAL

Customer copy: no cost column. Keep cost and profit on your own worksheet, never on the customer's invoice.

TOTALS

Shop supplies	
Disposal fee	
Subtotal	
Tax	
Total due	

PAYMENT

☐ Cash ☐ Check ☐ Card ☐ On account

STORAGE FEE AND ABANDONED EQUIPMENT

State law varies; have counsel check this clause before you use it. Unpaid balances may accrue a storage fee of \$_____ per day after 30 days, and equipment may be treated as abandoned and disposed of or sold to cover unpaid charges, as allowed by state law.

SIGNATURE

Customer signature	Date
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