

[ SHOP LOGO ]

# INVOICE

## Shop Name

123 Main Street, City, State 00000  
Phone: (555) 000-0000 | Email: shop@example.com  
License #: \_\_\_\_\_

Invoice #: **INV-**\_\_\_\_\_   
Invoice Date: \_\_\_\_/\_\_\_\_/\_\_\_\_   
Due Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### BILL TO

CUSTOMER NAME

EMAIL

PHONE

BILLING ADDRESS (IF DIFFERENT)

### VEHICLE INFORMATION

YEAR

MAKE

MODEL

VIN (17 CHARS)

LICENSE PLATE / STATE

MILEAGE IN / OUT

### LINE ITEMS

Description	Qty / Hrs	Unit Price	Amount
			LABOR
			PARTS & MATERIALS

Labor Subtotal: \$ \_\_\_\_\_  
Parts Subtotal: \$ \_\_\_\_\_  
Subtotal: \$ \_\_\_\_\_  
Tax Rate: \_\_\_\_\_ %  
Tax Amount: \$ \_\_\_\_\_

**TOTAL DUE:** \$ \_\_\_\_\_

---

**PAYMENT TERMS & ACCEPTED METHODS**

Due:  Upon receipt  Net 15  Net 30  Other: \_\_\_\_\_

Accepted:  Cash  Credit/Debit  Check  Zelle  Other: \_\_\_\_\_

A 1.5% monthly service charge may apply on balances unpaid after 30 days.

**Thank you for your business!**

**Customer Signature:** \_\_\_\_\_