YOUR BUSINESS NAME

123 Your Street • Springfield, MO 65803 • (555) 010-0000 • you@yourbusiness.com

INVOICE #1042

Date: November 10, 2026 • Due: November 24, 2026 (Net 14)
Bill to: Dana Miller, 456 Oak Street, Springfield, MO

Description	Qty	Amount
Kitchen remodel — labor (12 hrs × $65)	1	$780.00
Materials — cabinet hardware & paint	1	$340.00
Haul-away of old cabinets	1	$95.00
Subtotal		$1,215.00
Tax (0% — edit if you charge tax)		$0.00
TOTAL DUE		$1,215.00

Payment: Venmo @YourBusiness • Cash App $YourBusiness • Check payable to Your Business Name.
Late fee: 1.5% per month on balances over 30 days. Thank you for your business!

EXAMPLE — numbers. In Word/Google Docs, type your real line items and amounts — the tracker spreadsheet in this folder keeps the running list.