

50+ Invoice Samples, Format & Examples 2022

In any business that provides products and services to clients, an invoice is essential in the transaction. Whether it is a printed or [digital invoice](#), it serves as an important document for verification of legal sales.

To create an invoice sample of your very own, follow the following steps:

- Browse through several invoice samples and examples for your own business.
- Customize Online or Download in your preferred File format and Print As Required

An organization, whether a large conglomerate or a start-up business tendering the sale of goods and services, must provide an invoice to their customers. It does not matter if it is on a piece of paper or a digital device. Below, there are 50 invoice samples and examples, including their format available for use and download. Check them out below!

1. Payment Invoice Sample

The most common type of invoice is present in the market. Small and [large organizations](#) make use of these to track their sales of products and services.

GV Enterprises
Inquiry@gventerprises.com, 222.555.7777

Payment Invoice
Invoice Number: 06576
Prepared for: Gerard Miller
Client Address: 2264 Oakridge St. Old Forge, NY 13420
Email: gerald@gmail.com
Date: July 08, 2020

Description	Quantity	Price	Total
Computers	40	USD 1500	USD 15,000
Chairs	50	USD 40	USD 2,000
Tax			\$ 65
Total			USD 22,608.50

Terms & Conditions

- This invoice is valid for 2 weeks.
- We accept payment via Mastercard, Visa Card.

2. Bill Invoice Sample

Ensure that your customers get a copy of their [food bill invoice](#) after the payment, either for dining in or take out. The document must list the purchases of the customer.

The Mini Cafe
info@minicafe.com, 999 999 7777

Food Bill Invoice
Invoice Number: 48305
Prepared for: Lisa Johnson
Address: 8 Kenwood Place, FL 32903
Email: lisa1212@gmail.com
Date: August 11, 2024

Description	Quantity	Price	Unit	Total
Hot Chocolate	200	USD 20	units	USD 4,000
Coke	250	USD 7	drinks	USD 1,750
Chocolate Pie	100	USD 9	units	USD 9,000
Tax				\$ 5
Total				USD 8,400

Terms & Conditions

- The ordered items are payable via card or cash.
- No refund will be entertained once the orders are delivered.

3. Freelance Invoice Sample

If you are in a business that provides freelance work, getting a [freelance invoice](#) ready for transactions is advantageous. Ensure that information like the business name and address is present on your invoice.

Jasmine Forrester Crafts
jasmineforrester@jama.com 008 006 7777

Freelance Invoice
Invoice Number: 36293
Prepared for: Mr. Alton P. Carter
Address: 77 W Wacker Drive, Chicago, IL, 60601
Email: altoncarter@gmail.com
Date: August 24, 2026

Description	Quantity	Price	Total
Handmade baskets	20	USD 50	USD 1000
Handmade vases	100	USD 20	USD 2000
Tax			\$ 678
Total			USD 2,678

Terms & Conditions

- The above items will be shipped within 7 days of payment via cash, check, or deposit.
- The items once purchased cannot be returned.

4. Transportation Invoice Example

There are instances when expenses involved in a field trip need a form of reimbursement. A transportation invoice can help with identifying the items that require recompense.

TRANSPORTATION REIMBURSEMENT INVOICE

School Name: _____ Date of Invoice: _____
 School Address: _____
 School Phone: _____

Bill to:
 Saint John's Arboretum
 Saint John's University
 104 New Science
 Collegeville MN 56321-3000

Your school will be reimbursed either \$2 per student who attended, or the full amount you paid for transportation, *which ever amount is less.*

Service Date	Description	Number of Students	Reimbursement Rate	Amount
<i>date of Arboretum class</i>	<i>description of what you are charging us for</i>	<i>number of students who attended class</i>	<i>\$2.00 per student</i>	<i>Minimum reimbursement amount</i>
			\$2.00	
			\$2.00	
			\$2.00	
			TOTAL	

Total Amount your school paid for transportation for the Arboretum visit(s) - (from your attached invoice)
 Maximum reimbursement amount - (from above table)
 Write the lesser of the amounts here - (reimbursement amount)

Please make checks payable to: _____

Call _____ at (____) _____-_____ with any questions.

Reminders

- The Arboretum can only reimburse your school for transportation costs. **We do not pay the bus company directly.**
- Please attach a copy of the invoice your school paid for the transportation.
- Please use the exact number of students who actually attended the Arboretum class in your invoice (not including teachers or chaperones).
- Contact Sarah Gainey at 320.363.3133 with any questions or concerns.

TRANSPORTATION REIMBURSEMENT INVOICE

5. Self-employed Invoice Sample

Even if you are a self-employed individual running your own business, it is necessary to provide your customers an invoice. You must create your [self-employed invoice](#) as a necessary document in your company.

TechnoVision Pvt. Ltd
john@technovision.com, 222 555 7777

Self-Employed Invoice
Invoice Number: BD475
Prepared for: Mark Smith
Client Address: 21 St. Sad Village, Boston, BT 40230
Email: mark@technovision.com
Date: October 19, 2024

Description	Quantity	Price	Total
Cable Wiring	5	USD 100 units	USD 1,500
Photography	7	USD 150 units	USD 1,050
Printing	3	USD 325 units	USD 1,125
Tax			275
Total			USD 4,027.55

Terms & Conditions

- The due amount must be paid in the next 30 days.
- Payment can be done through credit or debit cards only.

Create your own Proposal for FREE on [Dribbble](#) or [Become a Freelance Designer](#)

6. Receipt Invoice Sample

[Receipt invoice](#) shows the items that a company receives after the delivery of goods or services. You must have a record of all necessary documents for record-keeping.

Louis Salon and Spa
inquiry@louis.com, 222 555 7777

Invoice Receipt

Receipt Number: 34875
Prepared for: Chloe Francis
Client Address: 2925 Derek Drive, Oklahoma, OK 47230
Email: chloegzmail.com
Date: March 19, 2026

Description	Quantity	Price		Total
SHAMPOO FOAM BUBB	4	USD 39	156.00	USD 624
Oil Treatment	2	USD 500	1000	USD 1,000
Full Body Massage	4	USD 3,500	14000	USD 14,000
Tax	3	USD 12	36	USD 12
Tax			9	%
Discount (5%)			11	%
Total				USD 14,991.98

Terms & Conditions

- The above has been paid by the customer in cash.
- A tip of \$12 has been added to the bill, as per our terms and conditions.

7. Proforma Invoice Example

[Proforma invoices](#) are sent to clients before a job becomes final. It presents a list of accomplished work, the quantity, and the price for each material used in the project.

Commercial	<input type="checkbox"/>	Proforma	<input type="checkbox"/>		
1) Invoice Number and Date		2) Consignment No.			
3) Shipper's Name		9) Receiver's Name			
4) Shipper's Address		10) Receiver's Address			
5) Contact Name		11) Contact Name			
6) Contact Number		12) Contact Number			
7) Shipper's EORI No		13) Receiver's VAT /PID / EORI No.			
8) FDA Registration No.					
14) No. of Pieces		15) Total Weight			
16) Commodity Code	17) Full Description of Goods	18) No. of Items	19) Unit Value	20) Total Value	21) Country of Manufacture
				20a) Shipping charges	
				22) Total Value GBP	
23) Reason for Export					
24) Terms of Delivery DAP					
25) I declare that the above information is true and correct and to the best of my knowledge. The exporter of the products covered by this document, declares that, except where otherwise clearly indicated, these products are of _____ preferential origin					
I declare that the products covered by this document are not subject to any export or import prohibitions & restrictions					
26) For and on behalf of the above named company:-					
Signature: _____			Print Name: _____		
Date: _____			Position in Company: _____		

8. Professional Invoice Sample

If you are a practicing professional that tends to services, you must have a [professional invoice](#) handy before going into a client's workspace. Remember to list all necessary items on your invoice.

Springfield Limited
springfieldlimited@gmail.com, 222 856 7777

Professional Invoice
Invoice Number: 09876
Prepared for: Mark Wilson
Client Address: 8765 Bridge Lane, Michigan
Email: markwilson@gmail.com
Date: March 11, 2022

Description	Quantity	Price	Total
Consultation	1	USD 500	USD 500
Planning and Design	1	USD 3,000	USD 3,000
Tax			7 %
Total			USD 3,852

Terms & Conditions

- A 50% security deposit shall be paid to start the planning and design stage.
- The agency will only accept payment via post-dated checks or direct bank deposit.

9. Legal Invoice Sample

When it comes to tendering legal services, your firm can provide a [legal invoice](#) to your clients. It solidifies the performance of service under legal status.

Amy's Consulting
Inquiry@amysconsult.com, 999 555 7777

Legal Invoice
Invoice Number: 01234
Prepared for: John Doe
Client Address: 1500 Owens St. 600, San Francisco, CA 94158
Email: john@email.com
Date: July 08, 2020

Description	Quantity	Price	Total
Initial Consultation	1	USD 250 fee	USD 250
Client call	2	USD 250 fee	USD 500
Tax			\$ 72.50
Total			USD 772.50

Terms & Conditions

- The above amount to be paid via cash, check, or deposit.
- This invoice is valid for 2 weeks.

10. Tax Invoice Example

When you are filing your taxes, you must have a [tax invoice](#) to fill in all the necessary items. It is critical to write up your inputs in a legible manner to lessen confusion.

TAX INVOICE

Client's Name	Business name [Business name]
Address Line 1	Date (Date)
Address Line 2	Invoice No. (Invoice No.)
City, Post Code	GST No. (GST No.)
Client's NZBN	NZBN (NZBN)

Description	Quantity	Unit Price	Amount

Subtotal	
GST	
Amount Due	

Invoice to be paid to account (enter Account Number)

Due date (enter due date)

Notes

Company Name
Address Line 1
Address Line 2
City, Post Code
Phone
Mobile
Email

11. Commercial Invoice Example

Companies use [commercial invoices](#) in terms of commercializing their products and services to the public. Information like the name of the company and the tracking number is vital information in this invoice.



CENTRAL SHIPPING
Materials Management Distribution Center
700 Ahlers Road • West Lafayette, IN 47907-2012
(765) 494-7103

Commercial Invoice

Tracking Number:

From:

To:

Complete Product Description and Material Composition:

Reason for Shipment:

Total Declared Value for Customs (USD):

Country of Manufacture:

Name of Shipper:

Date:

12. Service Invoice Sample

If your organization is mainly offering services to customers, creating a service invoice that includes a list of purchased services is helpful for documentation. It is also necessary to give clients a copy of the document upon request.

Prestige Services
info@prestigeservices.com, 202-666-7777

Service Invoice
Invoice Number: 34454
Prepared for: Jonathan Brown
Address: 9 Adams Avenue, MI 48150
Email: jonathan@gmail.com
Date: December 11, 2025

Description	Quantity	Price	Unit	Total
Tire Change Training	1	USD 250	unit	USD 250
Car Review	2	USD 80	repair	USD 160
Wash and Wax	2	USD 670	units	USD 1,340
Tax				3.50
Total				USD 2,214.50

Terms & Conditions

- Accepted payment method are via cash, post-dated check, or direct bank deposit.
- Payment should be settled within one week after the rendering of the services.

13. Contractor Invoice Sample

Whether you are operating as a dependent or independent contractor, keeping a [contractor invoice](#) puts you at an advantage with clients. You can list down the materials or services you provide for them for transparency.

Roof Design
roofdesign@gmail.com, 202-866-7777

Contractor Invoice
Invoice Number: 74876
Prepared for: Mary Tolland
Client Address: 4 Fort Street, Seattle, Washington, WA 98294
Email: marytolland@gmail.com
Date: March 3, 2020

Description	Quantity	Price	Total
Painting	2	USD 1,975 units	USD 3,950
Roofing	1	USD 1,980 units	USD 1,980
Tax			7.5
Total			USD 4,761.50

Terms & Conditions

- This invoice is valid for three (3) weeks
- The payment is due three (3) weeks upon receiving this invoice.

14. Wedding Invoice Example

Wedding preparations can be a hassle, and it is necessary to keep track of all expenses related to the event. [Wedding invoices](#) provide the information you need to record all expenditures for the memorable day.

WEDDING PHOTOGRAPHY INVOICE

DETAILS

DATE: _____

INVOICE NO. _____

PHOTOGRAPHER: _____

FROM

COMPANY: _____

ATTN: _____

ADDRESS: _____

CITY, STATE: _____

ZIP: _____

PHONE: _____

E-MAIL: _____

BILL TO

COMPANY: _____

ATTN: _____

ADDRESS: _____

CITY, STATE: _____

ZIP: _____

PHONE: _____

E-MAIL: _____

DESCRIPTION	HOURS	RATE (\$/HR)	AMOUNT (\$)
SUBTOTAL			
DISCOUNT			
TAX / VAT			
TOTAL			

NOTES: _____

THANK YOU!



15. Graphic Design Invoice Sample

Giving your clients a list of services with their accompanying prices after a project is necessary. A [graphic design invoice](#) lists all accompanying services for a company's promotional strategies, traditional or online.

Senger-Padberg Corp
info@sengerpadberg.com, 444 232 8111

Graphic Design Invoice
Invoice Number: 01234
Prepared for: **Freddie Knight**
Client Address: 548 Market St, San Francisco, CA 94104
Email: freddie@gmail.com
Date: July 08, 2020

Description	Quantity	Price	Total
Logo Design	1	150.00	USD 150
Web Design	3	162.00	USD 486
Tax:			0.00
Total			USD 486

Terms & Conditions

1. The above will be delivered upon payment via cash, check, or deposit.
2. This invoice is valid for 2 weeks.

16. Modern Invoice Sample

There are plenty of ways to customize your invoices, and [modern invoices](#) allow you to make room for creativity and make designs that cater to your company's identity. However, ensure you have all the proper information intact in them.

Rupert Stationary
Inquire@rupertstationary.com
222 555 7777

Modern Invoice

Invoice Number: 01234

Billed to: Fletcher Winkfield

Address: 8787 Squaw Creek Court Cameron Mills, NY 14820

Email: winkfield@yomail.com

Date: October 5, 2030

Description	Quantity	Price		Total
Pen	25	USD 2	Pen	USD 48
Notepad	24	USD 10	Notepad	USD 240
Tax				2 %
Total				USD 397,58

Terms & Conditions

- This invoice is valid for 2 weeks.
- Payment can be made through cash, check, or deposit.

17. Vehicle Invoice Sample

Car dealers must always be ready to put up vehicle sales whenever they can. It might not come as often every day, but it is advisable to prepare a [vehicle invoice](#) for your customers when you make that pitch and sale.

Divine Auto
info@ngmcservices.com, 222 888 7777

Vehicle Invoice
Invoice Number: 01234
Prepared for: **Matthew Lewis**
Address: 7 Olive St, Parsons, KS 67357
Email: mattlewis@gmail.com
Date: November 22, 2025

Description	Quantity	Price	Total
2024 Model Ford Focus	1	USD 61,382.85	USD 61,382.85
Tax State Average	1	USD 500	USD 500
Total			USD 61,882.85

Terms & Conditions

- The above will be delivered upon payment via cash, check, or deposit.
- This invoice is valid for 2 weeks.

18. Photography Invoice Example

Being a seasoned photographer or a freelancer, you must always prepare a [photography invoice](#) for clients after using your services. Ensure you include all the equipment and materials you used during the term of employment.

Stock Photography Invoice

Client _____ Date _____
Address _____ Invoice No. _____

SS/EIN No. _____
Purchase Order No. _____

Per Request of _____ Telephone _____

The following nonexclusive rights are granted

For use in _____

For the product, project, or publication named _____

In the following territory _____

For the following time period or number of uses _____

Other limitations _____

This grant of rights does not include electronic rights, unless specified to the contrary here _____ in which event the usage restrictions shown above shall be applicable. For purposes of this agreement, electronic rights are defined as rights in the digitized form of works that can be encoded, stored, and retrieved from such media as computer disks, CD-ROM, computer databases, and network servers.

Photo ID#	Description	Color/BW	Size/Placement	Fee

Total Repro Fee \$ _____
Research Fee \$ _____
Holding Fee \$ _____
Subtotal \$ _____
Sales Tax \$ _____
TOTAL \$ _____

19. Business Invoice Sample

Record all your business transactions through [business invoices](#). In every organization providing products and services, you must give copies of invoices to your clients. Not only does it serve as a legal document, but it also shows you supplied the needs of your customers.

Springfield Limited
springfieldlimited@gmail.com, 222 555 7777

Business Invoice
Invoice Number: 08575
Prepared for: Courtney Torres
Client Address: 5 Farnum Road, New York, NY 84294
Email: courtney@gmail.com
Date: March 5, 2020

Description	Quantity	Price	Unit	Total
Washing Machine	1	USD 375	unit	USD 1,125
Appln	2	USD 600	unit	USD 1,200
Tax				11.5%
Total				USD 2,580.75

Terms & Conditions

- The ordered items will be delivered upon payment via cash, check, or deposit.
- This invoice is valid for two (2) weeks.

20. Sales Invoice Sample

In terms of sales, whether done through online or physical transactions, it is necessary to provide [sales invoices](#) to purchases. It also serves as a representation of your company's earnings and must be kept for record-keeping.

Lifeline Corporation
lifelinecorporation@gmail.com, 222 555 7777

Sales Invoice
Invoice Number: 69746
Prepared for: Gillian Olson
Client Address: 7 Layman Court, Seattle, Washington, WA 84239
Email: gillianolson@gmail.com
Date: March 6, 2025

Description	Quantity	Price	Total
Web Phone	2	USD 1,775.00	USD 3,550.00
Tablet	3	USD 400.00	USD 1,200.00
Tax			1.50
Total			USD 3,656.50

Terms & Conditions

- Please pay the exact amount stated in this invoice.
- Refund, return, and exchange is subject to the company's Refund and Return Policies.

21. Office Invoice Sample

Many business sites and locations often rent spaces for their offices. If you are a landlord that offers rooms for tenants that operate these offices, giving them an [office rental](#) invoice that lists their monthly rent and schedule is essential.

Wella Pvt Limited
inquiries@wellaprivatelimited.com, 222 555 7777

Office Rent Invoice
Invoice Number: 06756
Prepared for: John Miller
Client Address: 7 Woodbridge Ln, Stamford, NY 23454
Email: john@gmail.com
Date: February 06, 2020

Description	Quantity	Price	Total
June	1	USD 20,000 / mo	USD 20,000
July	1	USD 20,000 / mo	USD 20,000
Tax			8 %
Total			USD 41,200

Terms & Conditions

- Acceptance of payment only through an online transaction.
- This invoice is valid for 2 weeks.

22. Construction Invoice Sample

If you provide construction services to clients, presenting them with a [construction invoice](#) after the job is necessary. It allows your company to be transparent about expenses and lets your customers know the total expenses.

Cathy Constructions
2 South St. Parsons, KS 67357, jim@cathyconstruction.com, 222 555 7777

Construction Work Invoice
Invoice Number: 01234
Prepared for: Bruce Andrews
Address: 7 Olive St. Parsons, KS 67357
Phone: 222 555 7777
Email: bruce@gmail.com
Date: December 01, 2029

Description	Quantity	Price	Total
Wood Work	50	USD 2,000 / sq. ft.	USD 100,000
Labor	250	USD 250 / day	USD 62,500
Tax			20 %
Total			USD 213,300

Terms & Conditions
The above will be delivered upon payment via cash, check, or deposit.
This invoice is valid for 2 weeks.

23. Small Business Invoice Sample

Even a small company providing their customers with products and services must give a [small business invoice](#). It allows your customers to note their expenditures, tallying to the quantity of the purchased items.

Glasshub
inquiry@glasshub.com, 222 555 7777

Small Business Invoice
Invoice Number: B758
Prepared for: Catherine Atkins
Client Address: [249 Traders Alley, Emmetsburg IA 50536]
Email: catherine@gmail.com
Date: November 5, 2025

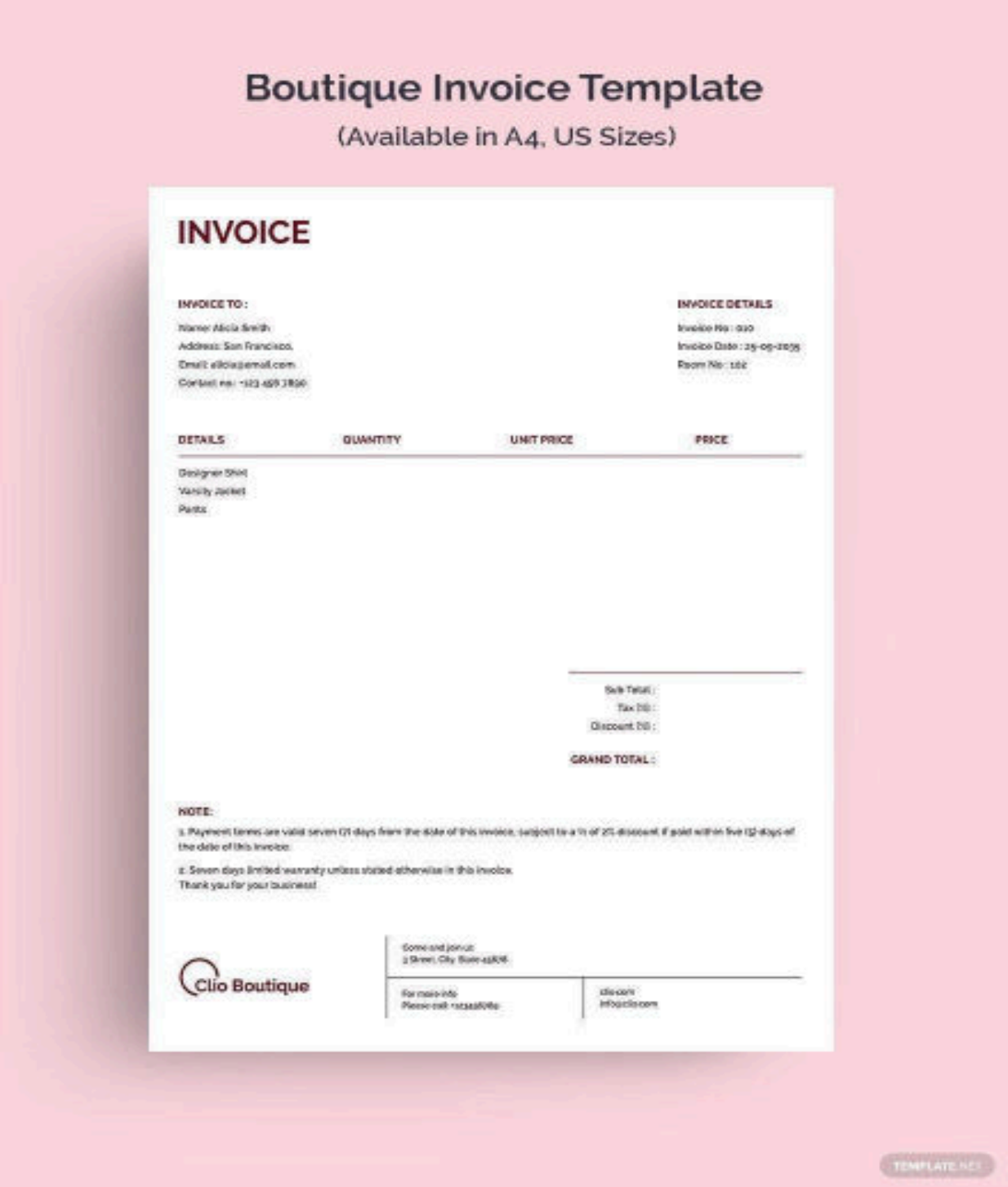
Description	Quantity	Price	Total
FL Acrylic Mirror	12	150.000	1800.000
MOSS TIE D	5	160.000	800.000
Tax			2.755
Total			USD 8,755

Terms & Conditions

- The above will be delivered upon payment via cash or card only.
- This invoice is valid for 1 week.

24. Boutique Invoice Sample

Before pushing for your [boutique plan](#) to go through, you must already prepare and arrange crucial material and documents to run the business. It includes the invoice you provide your customers after fulfilling their service requests.



25. Advertising Agency Invoice Sample

An invoice must always account for your services as an [advertising agency](#). It does not only provide transparency for your clients, but it also allows the agency to keep track of expenses about materials and resources.

Amy's Consulting
inquiry@amysconsult.com, 222 555 7777

Advertising Agency Invoice
Invoice Number: 98564
Prepared for: **Linda Lee**
Client Address: 2264 Oakridge St, Old Forge, NY 13420
Email: linda.lee@gmail.com
Date: July 11, 2020

Description	Quantity	Price	Total
Social Media Advertising	2	USD 20	USD 40
Trial Consulting	1	USD 10	USD 10
Package Accounting	1	USD 15	USD 15
Tax			\$ %
Total			USD 70.35

Terms & Conditions

- This invoice is valid for 2 weeks.
- Clients need to make the payment on time.

26. Accounting Invoice Sample

Any business will always prioritize accounting procedures and processes. It helps the company keep track of materials and supplies to produce products and provide services. Your [accounting invoice](#) must always match an inventory checklist to keep up to date.

Savana Corp.
Inquire@savanicorp.com
222 555 7777

Accounting Service Invoice
Invoice Number: 01234
Billed to: **Andrew Simpson**
Address: 78 N. Talbot St. Lake Grove, NY 11755
Email: andrew@gmail.com
Date: July 23, 2020

Description	Quantity	Price	Total
Accounting	1	USD 1,500 / month	USD 1,500
Meeting	24	USD 150 / hour	USD 3,600
Tax			1 %
Total			USD 5,253

Terms & Conditions

- Payment must be made via cash, check, or deposit.
- This invoice is valid for 2 weeks.

27. Travel Invoice Sample

When companies send out their employees on business trips, keeping [travel invoices](#) is necessary to reimburse expenses shouldered by the worker during the trip. It also allows the company to see the expenditures the employees had during their travel.

Ross and Taylor Travels
legal@rttravels.com, 222 866 7777

Travel Invoice
Invoice Number: 24789
Prepared for: Roger Potter
Address: 352 Trusel Road De Soto, IL 62924
Email: rogerpotter@gmail.com
Date: August 12, 2020

Description	Quantity	Price	Total
Taxi Fare	1	USD 1,134 package	USD 1,134
Hotel Stay	2	USD 1,000 /day	USD 2,000
Tax			177.02
Total			USD 3,331.02

Terms & Conditions

- The services will be delivered upon payment via cash, check, or deposit.
- This invoice is valid for three weeks.

28. Real Estate Invoice Sample

When a real estate broker makes a sale on land or property, it is necessary to provide a [real estate invoice](#) to the buyer. The invoice holds important information about costs related to making the deal, and the buyer must have an idea of these purchases.

INVOICE TEMPLATE

INVOICE

INVOICE NO: 123 456
DATE: 02/07/2021

COMPANY NAME
YOUR TAGLINE

INVOICE TO: LAURA ROBERTSON
45 SHADY ACRES, LONDON

DESCRIPTION	PRICE	QTY.	TOTAL
Lorem ipsum dolor	\$10	1	\$10
Lorem ipsum dolor	\$30	1	\$30
Lorem ipsum dolor	\$20	1	\$20
Lorem ipsum dolor	\$30	1	\$30
Lorem ipsum dolor	\$90	1	\$90
Lorem ipsum dolor	\$10	1	\$10

Terms and conditions
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

SUBTOTAL	\$290
TAX	\$20
GRAND TOTAL	\$310

29. Order Invoice Sample

A cake [order invoice](#) provides information on the purchases made in your cake store or bakery, for example. It lists down the purchases made by your customers, along with the quantity and total amount.

Sweet Cake
www.cake@gmail.com, 222 333 7777

Cake Order Invoice
Invoice Number: 00673
Prepared for: Michael Freeman
Client Address: 6543 Elk Avenue, Michigan
Email: michaelfreeman@gmail.com
Date: April 3, 2023

Description	Quantity	Price	Total
1 Milk Chocolate Cake	1	USD 85	USD 85
2 Chocolate Cake	2	USD 90	USD 180
Tax:			9.95
Total			USD 272.95

Terms & Conditions

- Clients need to pay the amount on time.
- This Invoice is for the clients for acknowledgment.

30. Rent Invoice Sample

Landlords and property managers must always provide tenants with invoices after they settle their payments. You can mail [rent invoices](#) on a weekly, biweekly, monthly, or yearly basis, depending on the arrangement you have with tenants.

Happy Home
happyhome@gmail.com, 222 999 7777

Monthly Rent Invoice
Invoice Number: 00874
Prepared for: Edward Owen
Client Address: 5432 Memory Lane, Illinois
Email: edwardowen@gmail.com
Date: April 2, 2026

Description	Quantity	Price	Total
Rent	1	USD 500	USD 500
Tax			15 %
Total			USD 515

Terms & Conditions

- Clients need to pay the rent on time.
- This invoice is for the client for acknowledgment.

31. Repair Invoice Sample

If you operate a repair business, you must provide a complete list of services you accomplished for a customer through a [repair invoice](#). It allows your clients to get the breakdown of repairs you made for them.

Computer Tech.
inquire@computertech.com, 222 555 7777

Computer Repair Invoice
Invoice Number: 6754
Prepared for: Herbert Juarez
Client Address: [1419 Drainer Avenue, Bakersfield, CA 93301]
Email: herbert@email.com
Date: March 20, 2022

Description	Quantity	Price	Total
Open Replacement	1	USD 500.00 hr	USD 500.00
OS/BI/CDL/PC/CD/DK	1	USD 150.00 hr	USD 150.00
Tax			2 %
Total			USD 772.50

Terms & Conditions

- This invoice is valid for 3 days.
- The payment should be made via Card or online payment mode only.

32. Work Order Invoice Sample

[Work order](#) services must use an invoice to show the inclusion of services rendered by the client. It provides clarity and accuracy on the actions you took to accomplish a job given by a customer or contractor.

GG Solutions
info@ggsolutions.com, 202-886-7777

Work Order Invoice
Invoice Number: 32467
Prepared for: Andrew Kim
Address: 2 Adams Avenue, MI 48150
Email: andrew@gmail.com
Date: December 11, 2027


Description	Quantity	Price	Total
Repair and Servicing	3	USD 2,000 / Project	USD 6,000
Wires	1	USD 1,000 / Project	USD 1,000
Tax			25
Total			USD 6,540

Terms & Conditions

- Additional job request will be charge in another invoice.
- The company only accepts payment via post dated checks.

33. School Invoice Example

There are various types of [school invoices](#) that an educational institution uses. One of which involves school field trip invoices that give a clear breakdown of expenses and activities children engage in during the duration of the trip.



BALDWIN COUNTY PUBLIC SCHOOLS
Building Excellence
since 1799

Date of Trip: _____

Description: _____

Activity#: _____

Form _____ of _____ (Multiple Bases)

FIELD TRIP REQUEST FORM / INVOICE

DESCRIPTION

SCHOOL: _____ DATE OF REQUEST: _____

TEACHER/COACH/SPONSOR: _____

GRADE / SUBJECT / SPORT: _____ DATE OF TRIP: _____

DESTINATION: _____

OBJECTIVES FOR SOE COURSE OF STUDY AND/OR SYSTEM CURRICULUM PLAN: _____

METHOD OF EVALUATION: _____

THIS FIELD TRIP IS INCLUDED IN MY LESSON PLAN CHAPERONE RATIO: _____

ARRANGEMENTS FOR STUDENTS NOT PARTICIPATING: _____

APPROXIMATE DEPARTURE TIME: _____ APPROXIMATE RETURN TIME: _____

ESTIMATED COSTS

a) Number of Students Attending: _____ Expense to Students? YES NO

b) Admission per student: _____ Vendor: _____ \$ 0.00

c) Meal cost per student: _____ Vendor: _____ \$ 0.00

d) Total Miles Roundtrip: _____ @ Current per Diem (\$1.20) X Number of Buses: _____ \$ 0.00

e) Bus Driver Pay: Number of Drivers: _____ Select Rate: [Select Hours Away] \$ 0.00

Hours Away: _____ Base Pay: _____ Additional 20% for Special Benefits/Keen bus service: \$ 0.00

f) Transportation other than School Bus: _____ \$ 0.00

g) Other/Description: _____ Cost: _____ Substitute Needed - Est. Cost: _____ \$ 0.00

h) Deduct Carry-Over Balance from Previous Trip. Enter as Negative (-): _____ Total Estimated Cost of Trip: _____ \$ 0.00

No student may be denied participation solely because of inability to pay. (Round up to the nearest \$.25) Cost Per Student: _____

P-CARD NEEDED FOR TRAVEL CHECK(S) NEEDED FOR ADMISSIONS/MEALS/HOTEL/TRAVEL

RECEIPT BOOK NEEDED ALLOW PARENTS TO PAY ONLINE VIA ESCHOOL PAYMENTS

NOTIFICATION / APPROVALS

Nurse Needed Cafeteria Manager Aide Needed SP ED (IEP Applicable) Counselor (504 Applicable)

NURSE SIGNATURE DATE _____
TEACHER/COACH/SPONSOR SIGNATURE DATE _____
PRINCIPAL'S SIGNATURE DATE

Submit for Superintendent's Approval (if Applicable):

Overnight (Attach schedule and lodging details) Out of State

Over 100 Mile Radius Other than land trip (No trip permitted by boat)

Non-instructional activities which require students to be released from academic class time.

SUPERINTENDENT'S SIGNATURE DATE

SCHOOL BUS DRIVER'S REPORT : ACTUAL MILEAGE / DRIVER INVOICE

ODOMETER READING	MILEAGE
BEGINNING: _____	_____
ENDING: _____	_____
TOTAL TRIP MILEAGE: _____	X \$1.20
TOTAL FUEL USAGE / PAYABLE TO BCBE: \$ _____	_____

* 8 hours of sleep time is not compensable for overnight field trips. Meal allowance paid separately.
(Pay Rate: < 3 hrs=\$3.61 / 3+ hrs=\$11.55 per hour)

BUS # _____

ACTUAL TRIP TIME/BASE PAY:

BEGINNING DATE/TIME: _____

RETURN DATE/TIME: _____

TOTAL TIME AWAY: _____

BASE PAY: \$ _____

BUS DRIVER'S SIGNATURE

EMPLOYEE NUMBER

MILEAGE CODES EXTRA-CURRICULAR TRIP ACADEMIC TRIP

CODE: 12-5-4150-301-CCTR-7101-0-PROG-0000 (PROG: 4600 Athletics / 4400 BAND) CODE: 12-5-4150-301-CCTR-7101-0-4400-0000

1. Teacher / Coach / Sponsor will submit form to School Secretary/Bookkeeper by email 2 weeks prior to the activity.
2. School Secretary/Bookkeeper will obtain Principal's approval and submit to Transportation by email. Print approved form and return to Teacher / Coach / Sponsor.
3. Teacher / Coach / Sponsor will give approved form to Bus Driver on trip day.
4. Bus Driver will complete the Bus Driver Report, sign and return to Teacher / Coach / Sponsor.
5. Teacher / Coach / Sponsor will return completed form to School Secretary / Bookkeeper for payment.

* A signed Purchasing Card Agreement must be on file in the Bookkeeper's office prior to issuing a P-Card to any cardholder.

Revised 01/2013

34. Cleaning Service Invoice Sample

If you are running a [cleaning service](#) company, it is essential to provide customers with invoices that detail the services done by your employees during the hiring period by the client. It must also list the price breakdown for each one in the document.

Elite Cleaning Services
Inquire@elitecleaningservices.com, 222 888 7777

Cleaning Services Invoice
Invoice Number: 54576
Prepared for: Lewis Moore
Client Address: 2264 Oakridge St, Old Forge, NY 13420
Email: lewis@email.com
Date: July 06, 2020

Description	Quantity	Price	Total
Office Cleaning	2	USD 75	USD 150
Lobby Cleaning	1	USD 100	USD 100
Tax			\$ 7.50
Total			USD 257.50

Terms & Conditions

- Included all Taxes
- This invoice is valid for 2 weeks

35. Auto Repair Invoice Example

Providing [auto repair](#) services does not go for cheap. It is why most customers will ask a dealership to provide an invoice detailing the services and repairs done to their automobiles for transparency.

<p>Notice to Customers</p> <p>A 1. Unless otherwise specified, labor time billed is flat rate time estimated for each job in industry manuals and not actual time spent.</p> <p>B 2. All parts and labor are warranted for 90 days or 4000 miles, whichever occurs first.</p> <p>C 3. All labor performed and parts replaced were necessary to perform repairs.</p> <p>D 4. All parts are new unless otherwise specified. U = Used R = Rebuilt</p> <p>E NOTICE: Under certain circumstances, the repair facility may not be responsible for damage to the customer's vehicle while it is on the facility's premises. You should ask the management about the extent of its responsibility and its insurance coverage.</p>	Business Name Address Phone Numbers			NAME ADDRESS CITY, STATE, ZIP LICENSE NO. ODOMETER READING YEAR MAKE AND MODEL VIN	DATE OF INVOICE DATE PROMISED DAY PHONE OTHER PHONE ORDER WRITTEN BY		
	Montgomery County Reg. No.			F NOTICE: Manufacturer Special Policy Adjustment Programs Federal law requires manufacturers to furnish the National Highway Traffic Safety Administration (N.H.T.S.A.) with bulletins describing any defects in their vehicles. You may obtain copies of these bulletins either from the manufacturer or N.H.T.S.A. In addition, certain consumer publications or organizations publish this information, which may be available for a fee or for free.			
	QTY	PART NO. & DESCRIPTION	AMOUNT	WASH	WORK DESCRIPTION	TIME	AMOUNT
TOTAL PARTS			I certify that this vehicle has been tested or test driven when needed and that the mechanic's work was performed satisfactorily. M Manager's Signature THANK YOU		LABOR		
TOTAL SUBLET WORK					PARTS		
GALS. GAS					SUBLET		
QTS. ENGINE OIL					GAS OIL		
TRANS. FLUID					TAX		
TOTAL GAS/PARTS					TOTAL DUE		
Customer's Signature							

36. Company Invoice Sample

A [company invoice](#) provides a detailed list of products or services that assists a company in fulfilling tasks presented by clients. It is necessary to provide company information and the rendered products or services of the consumer.

Hitech Inc.
Inquiry@hitechinc.com, 222 555 7777

Company Invoice
Invoice Number: B456
Prepared for: Michael Kibler
Client Address: 1581 Hamill Avenue, San Diego, CA 92103
Email: michael@gmail.com
Date: November 20, 2025

Description	Quantity	Price	Total
Software	90	USD 4,000	USD 360,000
Hardware	50	USD 1,500	USD 75,000
Tax			\$ 50
Total			USD 386,250

Terms & Conditions

- The above will be delivered upon payment via deposit or Check only.
- This invoice is valid for 5 days.

37. Bakery Invoice Sample

For any product rendered by a customer, it is necessary to provide them with an invoice listing the purchased items. For a bakery, having a [bakery invoice](#) provides customers with the quantity and total amount of pastries.

NY Bakers
Inquiry@nybakers.com, 222 555 7777

Bakery Invoice
Invoice Number: 00037
Prepared for: Leonard Philips
Client Address: 9265 N. Cedar Court, North Tonawanda, NY 14120
Email: leonard@gmail.com
Date: February 10, 2025

Description	Quantity	Price	Total
Chocolate Cake	12	USD 60	USD 720
Sugar Free Cookie	10	USD 25	USD 250
Tax			2.50
Total			USD 875.50

Terms & Conditions

- This invoice is valid for 15 days only from the issuing date.
- We accept payment only via debit/credit cards or cash.

38. Billing Invoice Sample

[Billing invoices](#) provide your company and clients a full breakdown of services or goods given in a specific period. It also aids the company with keeping records for their references in the future.

Global Tech
Inquire: globaltech.com, 222 999 7777

Billing Invoice
Invoice Number: 9696B
Prepared for: George Jansen
Client Address: 1105 Ridge Road, Winfield, KS 67156
Email: george@email.com
Date: August 2, 2022

Description	Quantity	Price	Total
Office	1	USD 5,000 USD	USD 5,000
Laptop	10	USD 6,000 USD	USD 60,000
Tax			3 %
Total			USD 70,040

Terms & Conditions

- The ordered items will be delivered upon payment via cash, check, or American Express Card only.
- The ordered items will be delivered within three (3) days after the payment.
- This invoice is valid for one (1) week from the date of issue.

39. Consulting Invoice Sample

Owning a consulting firm means providing professional services, and as clients avail of these services, you have to provide them a breakdown of your professional fee in a [consulting invoice](#).

Moore Inc.
Inquiry@mooreinc.com, 444 300 8111

Consulting Invoice
Invoice Number: 01234
Prepared for: Nicole Bell
Client Address: 340 Market St, San Francisco, CA 94104
Email: nicole@gmail.com
Date: February 08, 2022

Description	Quantity	Price	Total
Financial Advisory Consulting service	1	USD 100 hrs	USD 100
Risk & Compliance Consulting service	2	USD 100 hrs	USD 200
Tax			5 5
Total			USD 420

Terms & Conditions

1. The above will be delivered upon payment via cash, check, or deposit.
2. This invoice is valid for 2 weeks.

41. Agency Invoice Sample

If you are running an agency, it means you are providing services to customers. As you cater services, there are consequent amounts relating to them, and these reflect on your [agency invoice](#).

Prudential Car Insurance
inquiry@prudentialcarinsurance.com, 222.666.7777

Insurance Agency Invoice
Invoice Number: 01234
Prepared for: Mike Moore
Address: 7 Rodeo St. Wichita, KS 27253
Email: mike@gmail.com
Date: December 01, 2023

Description	Quantity	Price	Total
Kidder Coverage	1	USD 400	USD 400
Monthly Premium	1	USD 218	USD 218
Tax			3 %
Total			USD 618

Terms & Conditions

- The above will be delivered upon payment via cash or deposit.
- This amount cannot be refunded once payment has been made.

42. Estimate Invoice Sample

There are instances when a client asks for rough estimates about a certain project they plan on doing. At this, your company can provide an [estimated invoice](#) with the idea of possible expenses of materials or service you intend to do.

Greenfield Landscape
Inquiries: greenfieldlandscape.com, 444.256.8111

Estimate Invoice
Invoice Number: 01234
Prepared for: Carlissa Benson
Address: 548 Market St, San Francisco, CA 94104
Email: carlissa@gmail.com
Date: October 01, 2025

Description	Quantity	Price		Total
Landscaping Service	5	USD 50	hrs	USD 250
Consultation	2	USD 50	hrs	USD 100
Tax				7 %
Total				USD 374.50

Terms & Conditions

1. The above payment should be made via cash, check, or deposit.
2. This invoice is valid for 2 weeks.

43. Catering Invoice Sample

Instead of manually computing your catering services, having a [catering invoice](#) helps get things organized promptly. It also allows you to see the dishes involved in a particular catering event.

La Mure
Inquiry@lammure.com, 202-666-7777

Catering Invoice
Invoice Number: 4567
Prepared for: Norma Demery
Client Address: [2920 Willow Oaks Lane, Charlotte, NC 28273]
Email: norma@email.com
Date: June 20, 2024

Description	Quantity	Price	Total
Food (Assorted Bricks)	1	USD 2,000 even	USD 2,000
Drinks (Alcoholic and Non-Alcoholic)	1	USD 1,000 even	USD 1,000
Tender and Service	1	USD 1,500 even	USD 1,500
Tax			5 %
Total			USD 5,665

Terms & Conditions

- To book our services, the client needs to deposit a booking fee equivalent to 5% of the total cost.
- Changes in the service are only entertained five days before the event.

44. IT & Software Invoice Sample

A tech company that caters to services concerning [IT and software](#) must always be equipped with an invoice to list down the services they apply for a customer's device or property.

Dev City Software Group
info@devcitysoftware.com, 222 665 7777

IT Software Invoice
Invoice Number: 41533
Prepared for: Thomas M. Mark
Client Address: 2 East Ln, Stamford, CT 06902
Email: thomasmark@gmail.com
Date: March 10, 2028

Description	Quantity	Price	Total
40000 MS EXCEL	2	USD 900	USD 1,200
Web Service	1	USD 750	USD 750
Total			USD 2,000.50

Terms & Conditions

- Please make the payment via check or deposit.
- The due is in 12 days from the date of this invoice.

45. Medical Invoice Sample

All healthcare facilities and establishments that give out medical services and supplies must also prepare a [medical invoice](#) for their patients. Aside from seeing the amount of each procedure or item, it also gives an idea of the conducted procedures.

Healthcare Hospitals
inquiries@healthcare.com, 000 000 7777

Medical Invoice
Invoice Number: 01234
Prepared for: Phoebe Geller
Client Address: 55 18th St, San Francisco, CA 94114
Email: phoebe@gmail.com
Date: February 20, 2020

Description	Quantity	Price	Total
Check Ups	1	USD 500	USD 500
Dental Treatment	1	USD 1,000	USD 1,000
Tax			\$ 45
Total			USD 1,545

Terms & Conditions

- The above payment to be made via cash, check, or deposit.
- This invoice is valid for 2 days.

46. Startup Invoice Sample

Before the finalization of your [startup business](#), it is necessary to prepare all equipment and documents. One of these documents involves invoices as it serves as legal documentation of purchased goods and services.

Venture Frame
info@ventureframe.com, 202-695-7777

Startup Invoice
Invoice Number: 45734
Prepared for: Deborah Wells
Client Address: 8 Crescent Rd, Greenbelt, MD 3640
Email: deborahwells@gmail.com
Date: September 20, 2017

Description	Quantity	Price	Total
Bookkeeping Training	1	USD 12000 fee	USD 12000
Accounting preparation	1	USD 1000 fee	USD 1000
Accountancy Registration	1	USD 10000 fee	USD 10000
Tax			3 %
Total			USD 28,428

Terms & Conditions

- The payment can be made via cash or check.
- The payment is due within 8 days.

47. Consultant Invoice Sample

Being a consultant brings in various clients into your midst. A [consultant invoice](#) provides clients with an idea of the extent of their expertise and how much these services cost.

Gaylord-Parker Corp
(Inquire@gaylordparker.com, 844.268.8115)

Consultant Invoice
Invoice Number: 01234
Prepared for: [Isobel Holmes]
Client Address: [548 Market St, San Francisco, CA 94104]
Email: [isobel@email.com]
Date: January 08, 2023

Description	Quantity	Price	Total
Strategy Consultant Invoice	1	USD 100 hrs	USD 100
Management Consultant Service	1	USD 120 fee	USD 120
Tax			0.60
Total			USD 226.60

Terms & Conditions

1. The above will be delivered upon payment via cash, check, or deposit.
2. This invoice is valid for 2 weeks.

48. Education Invoice Sample

Create an [education invoice](#) containing purchased items and goods related to an educational institution or bookstores. It must contain the name of the organization and contact information for additional purchases.

St David's Modern Education
Inquire@stdauidme.com
222 555 7777

Education Invoice

Invoice Number: 01234

Billed to: Drew Flor

Address: 7727 Central St. East Worcester, NY 12064

Email: drewflor@ddmail.com

Date: November 12, 2030

Description	Quantity	Price	Total
Executive Books	244	USD 55 Unit	USD 13,420
Video Conferences	455	USD 23 Unit	USD 10,465
Tax			2 %
Total			USD 23,180.15

Terms & Conditions

- The items above will only be delivered upon completion of payment.
- Payment can only be made via cash, check, or deposit.

49. Travel Agency Invoice Sample

When it comes to owning a [travel agency](#), ensuring you have all the necessary documents must be a vital concern. Remember to provide invoices for the services you give to your customers.

Adventure Club
(info@adventureclub.com, 222 555 7777)

Travel Agency Invoice
Invoice Number: 08735
Prepared for: Ruby Smith
Client Address: 7654 Henry Street, Michigan
Email: rubysmith@gmail.com
Date: March 10, 2021

Description	Quantity	Price	Total
Ticket	1	USD 400	USD 400
Accommodation	8	USD 293.125	USD 2,345
Tax			1.50
Total			USD 2,935.50

Terms & Conditions

- This invoice is valid for 2 weeks only.
- Clients will need to make a security deposit equivalent to 20% of the total cost.

50. Work From Home Invoice Sample

Selling services and products does not stop, especially in a [work-from-home setup](#). Your online business still functions, and providing invoices to your customers is still as important.

Virtual Quills Solutions
virtualquills@gmail.com, 552.555.7777

Work From Home Job Invoice
Invoice Number: 32234
Prepared for: Marshall A. Clifton
Client Address: 3259 Davis Lane, Centennial, CO 80112
Email: marshallclifton@gmail.com
Date: May 10, 2025

Description	Quantity	Price	Total
Custom Support (on invoice)	20	USD 20 / hr	USD 400
Technical Support	10	USD 22 / hr	USD 220
Total			USD 819.88

Terms & Conditions

- The payment can be made via check or deposit.
- Please pay the invoice amount within 8 days.

Create your own Proposal for FREE on [Dedra.com](#) or [Generate Your Invoice Now!](#)

INVOICE FORMAT

Invoices are essential documents not only for the business but also for consumers and clients. Knowing the essentials and the format of an invoice greatly helps your company in the future.

1. The Title

Any invoice identifies itself with the word invoice, along with the industry it serves. It is also advisable to include the company logo too.

2. Invoice Number

It serves as a unique identifier that helps distinguish the particular invoice from others, including another company.

3. Date of Service/Sale

It helps with keeping a record of service or sales for documentation.

4. Date of Sending Invoice

The company lists down when they sent the invoice to a client and ensures that payments are made on time.

5. Seller and Buyer Information

Your invoice must contain the company's and customer's information, such as name, address, and contact details.

6. Terms and Conditions

The invoice must hold the terms and conditions of the company, including due dates and penalties.

7. Table of Products or Services

Clearly include the products or services purchased by the consumer with a brief description. It also includes costs per unit, tax rates, and the total amount due with a particular currency.

8. The Note

For some, including a simple thank you note can guarantee re-order or re-purchases of products and services.

FAQs

What is an invoice?

An invoice is a document that records a transaction made between a buyer and seller, whether through an online or paper receipt.

Are invoices and receipts similar?

While an invoice is a document that requires a form of payment, receipts represent the proof of payment of the client to the seller.

What is the purpose of invoices?

Invoices help companies stay organized and knowledgeable about products and services owed by customers.

Who gets an invoice?

The seller of a product or service gives an invoice to the customer to represent total payment amounts.

What are the types of invoices?

- Proforma invoice
- Interim invoice
- Final invoice