



# INVOICE

|             |  |
|-------------|--|
| Invoice No. |  |
| Date        |  |
| Due Date    |  |

**CLIENT / BILL TO**

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**SERVICE LOCATION**

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| WORK ORDER / JOB NO. | SERVICE DATE | TECHNICIAN / CREW | PO NUMBER |
|----------------------|--------------|-------------------|-----------|
|                      |              |                   |           |

| DESCRIPTION OF MAINTENANCE SERVICES / MATERIALS | QTY / HRS | UNIT RATE / PRICE | TOTAL |
|---|-----------|-------------------|-------|
|   |           |                   |       |
|   |           |                   |       |
|   |           |                   |       |
|   |           |                   |       |
|   |           |                   |       |
|   |           |                   |       |
|   |           |                   |       |

|                     |
|---------------------|
| <b>Subtotal</b>     |
| <b>Tax Rate (%)</b> |
| <b>Tax Amount</b>   |
| <b>Total Due</b>    |

**TERMS & INSTRUCTIONS**

**WORK AUTHORIZATION / NOTES**

\_\_\_\_\_  
Technician Signature / Date

\_\_\_\_\_  
Client Representative Signature / Date