[Your company name]
[Street address] · [City, State ZIP]
[Phone] · [Email] · [Website]
License # [License #]

Plumbing invoice

Invoice # _____
Invoice date _____
Due date _____

BILL TO

Name _____
Billing address _____
Phone / email _____
Time on site _____

JOB

Service address _____
Work order # _____
Date of service _____
Technician _____

PROBLEM AND WORK PERFORMED

What the customer reported, what you found, and what you repaired, replaced or installed

CHARGES

ITEM	DESCRIPTION, BRAND, PART # OR SIZE	QTY / HRS	UNIT	RATE OR PRICE	AMOUNT
FLAT-RATE WORK					
LABOR					
Regular hours			hr		
After-hours or emergency			hr		
PARTS AND MATERIALS					
FEES					
Trip charge or diagnostic fee					
Permit (permit #)					
Disposal or haul-away					
Other					

Amount = qty × price, or hours × rate. Flat-rate work is a set price per task, parts and labor included.

HOW TO PAY

Payment terms, who to make checks payable to, and other ways to pay

Paid by (check #, ACH, cash, card last 4) _____

Tax on: ☐ Parts only ☐ Whole invoice

Subtotal	$
Tax (_____ %)	$
Total	**$**
Deposit received	$
Other payments received	$
Balance due	**$**

Invoice # _____ Customer _____

FIXTURES AND EQUIPMENT

FIXTURE OR EQUIPMENT	LOCATION	BRAND AND MODEL #	SERIAL #	REPAIRED, REPLACED OR INSTALLED

WATER HEATER (IF INSTALLED OR SERVICED)

Type: ☐ Tank ☐ Tankless ☐ Heat pump ☐ Other: _____

Fuel: ☐ Natural gas ☐ Propane ☐ Electric

Brand _____ Capacity (gal) or flow (GPM) _____

Model # _____ Serial # _____

Manufacture date or age _____ Expansion tank _____

RECOMMENDATIONS AND NOTES

Anything you found that needs attention later, such as worn shutoff valves, and what the customer decided

WARRANTY

Your labor warranty: how long it lasts and what it covers

☐ We registered the water heater with the manufacturer ☐ Customer to register it ☐ Registration not needed

Manufacturer warranties on fixtures, parts and equipment are separate from your labor warranty and are set by the manufacturer. Some manufacturers ask for registration within a set time after installation.

WORK COMPLETED

The work above was completed on the date of service. Please pay the balance due by the due date. Questions about this invoice? Call or email us at the number above.

Customer

Signature

Printed name Date

Technician

Signature

Printed name Date