

INVOICE

Free template from gearboxly.com

Shop name			Invoice #	Date
Shop address			Shop phone	Due date
Customer name			Customer phone	Customer email
Year	Make	Model	VIN	Mileage in
Plate	Customer concern			

Type	Description	Qty / hrs	Unit price	Line total

Type: L = labor, P = part, F = fee. Line total = qty x unit price.

Notes

Labor subtotal	
Parts subtotal	
Fees	
Tax	
Total	
Paid	
Balance due	

Received by (signature)	Date

Thank you for your business.

Check your state's rules: some states require written estimates, customer authorization or specific wording on repair documents. This template is a starting point, not legal advice.