

Service invoice

BLANK FORM - PRINT THIS PAGE

SUPPLIER / CONTACT / CUSTOMER / ADDRESS

INVOICE NUMBER / ISSUE DATE / SERVICE DATE / DUE DATE

DESCRIPTION	QTY	RATE	AMOUNT

SUBTOTAL / DISCOUNT / TAX RATE AND AMOUNT / TOTAL

CURRENCY / PAYMENTS RECEIVED / BALANCE DUE

PAYMENT INSTRUCTIONS / REFERENCE / NOTES

Illustrative arithmetic only. Add the tax, business details and terms appropriate to your situation.

Service invoice

COMPLETED EXAMPLE - FICTIONAL DATA

INVOICE / CUSTOMER

INV-0108 / Example Studio

ISSUED / SERVICE / DUE

15 Sep 2026 / 14 Sep 2026 / 29 Sep 2026

SERVICE LABOUR

4 hours x 65.00 = 260.00

MATERIALS

Consumables: 40.00

ILLUSTRATIVE TOTAL

300.00 USD before any applicable tax

PAYMENT / BALANCE

100.00 already received; 200.00 remaining before tax.

Illustrative arithmetic only. Add the tax, business details and terms appropriate to your situation.