

FLOORING INVOICE

[Your company logo]

[Your company name]
[Your address]

Phone number: [Your phone number]
Email: [Your email address]
Website: [Your website]

Invoice number: [Give the invoice a unique number]
Invoice date: [Date]
Due date: [Payment due date]

Bill To:

Client name: [Customer's name]
Address: [Customer's address]
Job address: [Include this if the job took place at a different address]
Phone number: [Customer's phone number]
Email address: [Customer's email address]

Description of Services

Item description	Quantity	Unit price	Total price
[Type of flooring]	[Sq. ft.]	[\$[Cost per sq. ft.]]	[\$[Total cost]]
[Additional materials like adhesives]	[Amount]	[\$[Unit price]]	[\$[Total cost]]
Labor: Flooring installation	[Hours]	[\$[Hourly rate]]	[\$[Total cost]]
Labor: Removal of old flooring	[Hours]	[\$[Hourly rate]]	[\$[Total cost]]
Custom service like subfloor preparation	[Hours]	[\$[Hourly rate]]	[\$[Total cost]]
Custom service like disposal of waste	[Amount]	[\$[Cost per load]]	[\$[Total cost]]

Total Amount Due

Subtotal: \$[Subtotal amount]
Taxes (if applicable): \$[Tax amount]
Total amount due: \$[Total amount due]

Payment Terms

Please pay by [Add the payment methods you accept here, like a credit card, bank transfer, or check].

[Add your bank account details here.]

Due date: [Due date]

Late fee: [If you charge one. For example, it might be 5% if the payment is not received within 30 days.]

Notes/Additional Information

- **Warranty information:** [If this applies, outline any warranty details here.]
- [Any other notes about the project]

Thank you for your business! If you have any questions, please don't hesitate to reach out.