

# DIY Invoice

**Prepared by [Your Business Name]**

*(Part of the "Simply DIY" Business Tools Collection)*

**Address:** [Your Business Address] **Phone:** [Your Business Phone Number] **Email:** [Your Business Email]

## Invoice Details

- **Invoice Number:** [Insert Invoice Number]
- **Invoice Date:** [Insert Date]
- **Due Date:** [Insert Due Date]

## Bill To

**Client Name:** [Insert Client Name] **Client Address:** [Insert Address] **Contact Information:** [Insert Client Contact Details]

## Description of Services

Service Description	Quantity	Rate	Amount
[Insert Service Name]	[Qty]	[\$[Insert Rate]]	[\$[Insert Amount]]
[Insert Service Name]	[Qty]	[\$[Insert Rate]]	[\$[Insert Amount]]

Additional Notes (Optional)

## Total Amount Due

**Subtotal:** \$[Insert Subtotal] **Taxes (if applicable):** \$[Insert Tax] **Grand Total:** \$[Insert Total Amount Due]

## Payment Information

Payments are due within **[Insert Terms, e.g., 15 days]**.

Accepted payment methods:

- Secure Online Payment via [Insert Link]
- Check payable to **[Your Business Name]**

Failure to pay on time may result in additional fees or service suspension.

### **Contact for Questions**

If you have questions regarding this invoice, reach out anytime: **Contact Name:** [Your Contact Name] **Email:** [Your Contact Email] **Phone:** [Your Contact Phone]