INVOICE

Roofing Invoice

YOUR BUSINESS NAME

Street address

City, State ZIP

Phone

Email

Website / license #

Invoice #

Invoice date

Due date

Payment terms

BILL TO

Customer name

Billing address

City, State ZIP

Phone

Email

Customer / account #

JOB DETAILS

Job address	Roof size (squares)	Pitch / layers removed	Permit #
Insurance claim #	Adjuster	Shingle / material spec	Completion date

Description	Qty	Unit	Rate	Amount
Tear-off and disposal		sq		
Shingles supplied and installed		sq		
Underlayment, drip edge and ridge vent		lot		
Flashing: chimney, valleys, walls		lot		
Deck repair: replace sheathing		sheet		
Dumpster / haul-away		each		
Permit fee		each		

PAYMENT METHODS ACCEPTED

- ☐ Cash
- ☐ Check
- ☐ Card
- ☐ Bank transfer (ACH)
- ☐ Zelle
- ☐ Venmo
- ☐ Other

Pay to / payment details

Subtotal	
Discount	
Tax rate (%)	
Tax	
Total	
Paid / deposit	
Balance due	

TERMS & NOTES

Due on completion unless otherwise agreed. Workmanship warranty as stated; materials per manufacturer warranty.

WARRANTY AND INSURANCE NOTES

Work completed and approved by

Date

Thank you for your business.

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