

INVOICE

Invoice # _____
Date _____
Due date _____

HVAC Installation or Replacement Handoff

FROM Business / your name	BILL TO Client name
_____	_____
Email	Email
_____	_____
Phone	Service address
_____	_____
Address	City / state / ZIP
_____	_____

OPTIONAL JOB REFERENCE

Approved estimate / work order: _____	Equipment make / model: _____
Serial number (if recorded): _____	Startup or handoff date: _____

DESCRIPTION	QTY	RATE	AMOUNT

Subtotal	_____
Tax	_____
Deposit received	_____
Balance Due	_____

OPTIONAL LINE-ITEM PROMPTS Optional examples: equipment, installation labor, materials, a deposit credit, or a locally applicable permit line. Use only the examples that apply; edit line names in the DOCX or generator.	PAYMENT INSTRUCTIONS Payment terms: _____
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Customer / authorized contact: _____ Date: _____

Template guide only. Adapt fields and line items to the job and applicable local requirements.