

[YOUR SHOP NAME]

Street address · City, Province/State · Phone · email@yourshop.com
Business / tax registration #

INVOICE

Invoice # _____
Date _____
Job / PO # _____

DUE: _____

BILL TO

Name
Company
Address
Phone / Email

SHIP / INSTALL AT

Same as billing ☐
Address
Completed date

DESCRIPTION	SIZE	QTY	UNIT	AMOUNT
Example: Storefront banner, 13oz vinyl, hemmed + grommets Reference the approved quote # for full specifications	3 × 6 ft	1	\$117.00	\$117.00

Subtotal	\$ _____
Installation	\$ _____
Tax (rate: ____%)	\$ _____
Deposit received	– \$ _____
Balance due	\$ _____

PAYMENT

E-transfer / ACH: payments@yourshop.com
Cheque payable to: [Your Shop Name]
Card: call the shop or pay online at _____

TERMS

Payment due on receipt unless terms agreed in writing.
Late accounts accrue 2%/month.
Signs remain property of the shop until paid in full.