Example: a made-up shop and customer, filled in to show how the template is used. Not a real invoice.

EA

# Example Appliance Repair Co.

1200 Main Street, Suite 4, Springfield, IL 62701
Phone (217) 555-0142 · Email office@example.com
Website www.example.com · License —

# INVOICE

**Invoice number** 1047
**Invoice date** November 12, 2026

## CUSTOMER AND SERVICE LOCATION

**Customer name** Jordan Lee
**Phone** (217) 555-0187
**Billing address** 85 Willow Court, Springfield, IL 62704
**Email** jordan.lee@example.com
**Service address** Same as billing address

## APPLIANCE

**Type** ☑ Refrigerator ☐ Washer ☐ Dryer ☐ Oven ☐ Dishwasher ☐ Other

**Brand** Whirlpool
**Model number** WRS325SDHZ01
**Serial number** K40712345

**Reported problem** Fresh-food section warm (52 °F); freezer still cold.

**Diagnostic findings** Evaporator fan motor not running. Coil free of frost; compressor and condenser fan working.

## CHARGES

**Repair scope approved** Replace the evaporator fan motor, then test cooling.

| ITEM | DESCRIPTION | PART NUMBER | QTY / HOURS | UNIT PRICE / RATE | TOTAL |
|---|---|---|---|---|---|
| **Diagnostic / service-call fee** | Diagnostic visit, November 10, 2026 | | 1 | $89.00 | $89.00 |
| **Part** | Evaporator fan motor | W10312695 | 1 | $68.40 | $68.40 |
| **Labor** | Replace fan motor, test temperatures | | 1.0 h | $125.00 | $125.00 |

## PAYMENT HISTORY

| DATE | METHOD | STATUS | AMOUNT |
|---|---|---|---|
| Nov 10, 2026 | Card | Paid | $89.00 |

| | |
|---|---|
| Subtotal | $282.40 |
| Tax (7.5% on parts) | $5.13 |
| Other permitted fees | $0.00 |
| **Grand total** | **$287.53** |
| Amount paid | $89.00 |
| **Balance due** | **$198.53** |

## AUTHORIZATION AND ACKNOWLEDGMENT

**Diagnostic authorization reference** Signed by Jordan Lee, November 10, 2026
**Repair estimate approval reference** Estimate #1047 signed November 10, 2026
**Completion acknowledgment** Work completed and tested. 90-day warranty on parts and labor.

**Customer name** Jordan Lee
**Customer signature** *Jordan Lee*
**Date** November 12, 2026

EXAMPLE