

Pool Service Invoice

A blank invoice form for a pool service company, with the line items and units this trade prices in already in the table.

BUSINESS	LICENCE NO.
_____	_____
PHONE	EMAIL
_____	_____

CUSTOMER	BILLING ADDRESS
JOB SITE ADDRESS	PHONE / EMAIL
INVOICE NO.	DATE
CONTRACT / ESTIMATE REF.	

WORK COMPLETED	UNIT	QTY	UNIT PRICE	AMOUNT
Weekly service visit	visit			
Chemicals, as used	month			
Variable-speed pump, installed	each			
Filter cartridge replacement	each			
Seasonal opening or closing	each			
Acid wash and drain	each			
			TOTAL	

Change orders

List approved extras separately from the original scope, each with the date it was agreed and how it was agreed. An extra buried in the original line items is the one that gets disputed.

Payments received

This template is a starting point, not legal advice. Contract law is a state matter and the terms that hold up in one state are not the terms that hold up in another. Have a lawyer in your state read your version once before you send it to a customer. Prepared as a free template by Relayhand.

Deposit received: _____ Date: _____

Progress payment: _____ Date: _____

Payment terms

Balance is due within _____ days of the date of this invoice. State the methods you accept, and state the late-payment terms here rather than leaving them to be argued afterwards.