[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Roofer invoice

Professional invoicing for roofer work - clear line items, totals and payment terms.

Invoice number: _____

Invoice date: _____

Bill to: _____

Customer address: _____

Job site address: _____

Job reference: _____

Payment due: _____

Work carried out

Description	Qty	Unit price	Amount
Labour - [days] at [£ day rate]	[days]	[£ day rate]	[£ amount]
Roof tiles - [type, e.g. plain clay], [qty]	[qty]	[£ unit price]	[£ amount]
Lead flashing - code [4/5], [length]m	[m]	[£ per m]	[£ amount]
Scaffolding hire - [weeks]	[weeks]	[£ per week]	[£ amount]

Totals

Subtotal: _____

VAT (if applicable): _____

Total due: _____

Payment details

Pay to: _____

Payment terms: _____

Sign-off

Name: _____ **Signature:** _____ **Date:** _____