Mechanic Invoice Template

Editable example • Replace the sample quantities, prices, and terms before sending.

From: [Business name and contact]
To: [Customer and billing address]
Job or vehicle: [Address, unit number, or other reference]

Invoice no.: [Number] Issued: [Date] Due: [Date or agreed terms]

Work Performed

Brake Job — 2021 Ford F-150 (Front)

Description	Qty	Unit	Unit price	Amount
Front brake pads (ceramic)	1	set	$89.00	$89.00
Front brake rotors	2	ea	$78.00	$156.00
Brake hardware kit	1	set	$22.00	$22.00
Brake cleaner and lube	1	set	$15.00	$15.00
Labor — front brake service	1.5	hr	$120.00	$180.00

Example subtotal $462.00
Tax if applicable: [Enter amount]
Payments already received: [Enter amount]
Balance due: [Enter amount]

Notes

[Add payment instructions, the service date, and any approved changes.]

Illustrative prices only. This sample does not represent a quote or bill for actual work.