



ELECTRICAL · SERVICE INVOICE

Electrical Service Invoice

Itemized invoice for electrical service, repair, and installation work. Show license details as your state requires.

COMPANY (LEGAL NAME AS LICENSED / DBA)

CONTRACTOR LICENSE # / CLASSIFICATION

INVOICE #

INVOICE DATE

DUE DATE

A Contractor information

BUSINESS ADDRESS	OFFICE PHONE	MOBILE	EMAIL	
ISSUING STATE BOARD	QUALIFYING MASTER ELECTRICIAN	MASTER LICENSE #	EIN (COMMERCIAL ACCOUNTS)	SALES TAX / RESALE CERT. #
GENERAL LIABILITY CARRIER / POLICY #	WORKERS' COMP CARRIER / POLICY #		SURETY BOND # / AMOUNT (IF REQUIRED)	

B Bill to

NAME (CUSTOMER / OWNER / PROPERTY MANAGER)	
BILLING ADDRESS	
EMAIL FOR INVOICE & RECEIPT	
ACCOUNT #	CUSTOMER PO #

C Service location

JOB SITE ADDRESS (IF DIFFERENT)	
BUILDING / UNIT / SUITE	
ON-SITE CONTACT	CONTACT PHONE / EMAIL
ACCESS NOTES	

D Job reference

SERVICE DATE(S) ON SITE	WORK ORDER / JOB #	ESTIMATE / CONTRACT #	SERVICE TYPE ☐ Time & materials ☐ Flat rate ☐ Progress billing	
PERMIT #(S)	ISSUING AHJ / BUILDING DEPT.	INSPECTION RESULT / FINAL SIGN-OFF DATE	ASSIGNED ELECTRICIAN / LICENSE #	

E Scope of work performed

SUMMARY OF WORK PERFORMED (PLAIN LANGUAGE)		
CIRCUITS, PANELS, OR SYSTEMS SERVICED & LOCATION	DIAGNOSTIC FINDINGS & ROOT CAUSE	CODE CORRECTIONS MADE & CODE BASIS (E.G., NEC 210.8, 210.12)
DEVICES, FIXTURES, OR EQUIPMENT INSTALLED / REPLACED / REPAIRED	TESTING PERFORMED & READINGS (VOLTAGE, AMPERAGE, INSULATION RESISTANCE, TORQUE)	OUT-OF-SCOPE OR DEFERRED CONDITIONS & RECOMMENDATION

F Labor

Diagnosis, rough-in, trim-out, troubleshooting

Labor activity / description	Technician	Level (M/J/A)	Rate (R/OT/E)	Hours	Rate	Amount
Trip / service-call / dispatch charge						
Minimum labor charge (if applied)						
LABOR SUBTOTAL						

G Materials & parts

Description (breaker, conductor, conduit, device, fixture)	Manufacturer	Part # / catalog # / SKU	Specification	Qty	Unit	Unit price	Total
Rental equipment (lift, trencher): days × rate							
Shipping / freight / special-order surcharge							
						MATERIALS SUBTOTAL	

CODES							
M	Master	J	Journeyman	A	Apprentice	R	Regular
OT	Overtime	E	Emergency	EA	Each	FT	Foot
						BX	Box

H Payment terms & warranty

PAYMENT TERMS

☐ Due on receipt ☐ Net 15 ☐ Net 30

ACCEPTED PAYMENT METHODS

☐ Card ☐ ACH / bank transfer ☐ Check

REMIT-TO ADDRESS / ONLINE PAY LINK

LATE FEE / FINANCE CHARGE RATE

LABOR WORKMANSHIP WARRANTY PERIOD

PARTS WARRANTY (MANUFACTURER PASS-THROUGH)

WARRANTY EXCLUSIONS (CUSTOMER-SUPPLIED PARTS, PRE-EXISTING WIRING, CODE CHANGES)

MECHANIC'S LIEN / PRELIMINARY-NOTICE STATEMENT (WHERE APPLICABLE)

LICENSING-BOARD NOTICE (WHERE REQUIRED BY YOUR STATE)

DEFICIENCIES & RECOMMENDED FOLLOW-UP WORK (WITH PRIORITY)

I Invoice summary

Item	Amount
Labor subtotal	
Materials subtotal	
Permit fee(s) (receipt ref.)	
Re-inspection / expedite fees	
Disposal / recycling fee	
Other charges subtotal	
Discount / coupon	
Taxable amount	
Exempt amount	
Sales / use tax (rate ____ %)	
INVOICE TOTAL	
Deposit / prior payments	
Retainage withheld	
BALANCE DUE	

CUSTOMER ACCEPTANCE SIGNATURE

AUTHORIZED COMPANY REPRESENTATIVE (LICENSE #)

PRINT NAME DATE

PRINT NAME DATE

Code references, license-display rules, labor-versus-materials sales-tax treatment, and mechanic's-lien or preliminary-notice requirements vary by state and adopted NEC edition. Confirm current requirements and wording with your AHJ, state licensing board, and a tax or legal professional. This template is a starting point and is not legal or tax advice.