

How to complete a Retail & Service Invoice

Calculating invoice with quantity × rate line items, tax, total, and bank-ready PDF.

What this form is for

You use a retail and service invoice when billing customers for goods sold or services rendered, breaking down quantities and prices per line item, applying sales tax, and generating a professional total. Banks and lenders review these invoices to verify revenue, confirm customer relationships, and assess cash-flow timing.

Before you start

- Your complete business legal name, address, phone, and email as registered with your state
- Customer's full legal or business name, billing address, and contact information
- Unique invoice number following your numbering system (sequential numbers show transaction volume to lenders)
- Itemized list of products or services with exact quantities, unit prices, and brief descriptions
- Your governing state's current sales tax rate and whether your customer is tax-exempt (you'll need their exemption certificate on file)

Step-by-step

1. Select your governing state at the top of the form so tax calculations and legal language align with state requirements.
2. Enter your business information in the seller/vendor block, ensuring it matches your business license and bank account registration exactly.
3. Fill in the customer's details in the bill-to section, double-checking spelling and address to avoid payment delays.
4. Assign a unique invoice number and enter the invoice date and payment due date (common terms are Net 15, Net 30, or Net 60).
5. Add each line item in the table: description, quantity, unit rate, and let the form auto-calculate the extended amount (quantity times rate).
6. Review all line-item extensions for accuracy before moving to totals.
7. Enter the subtotal (sum of all line items), then apply your state's sales tax percentage; the form should calculate the tax amount automatically.
8. Confirm the final total (subtotal plus tax) is calculated correctly.

9. Add payment instructions, including accepted methods (check, ACH, credit card) and where to remit payment.

10. Generate the bank-ready PDF, save a copy for your records, and send the original to your customer promptly.

What lenders look for

- Banks scrutinize invoice numbering for gaps or duplicates, which can signal poor controls or fictitious sales, so maintain strict sequential order and never reuse numbers.
- Keep dated invoices that match deposit dates in your bank statements; lenders cross-check invoice totals against actual deposits to verify reported revenue isn't inflated.
- Avoid handwritten corrections or missing tax calculations, as incomplete or altered invoices raise red flags during underwriting and can delay loan approval or trigger requests for additional documentation.