

How to complete a Retail & Service Invoice in Ohio

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

What this form is for

This invoice is used by Ohio retail shops and service businesses to bill customers for goods sold or services rendered, showing itemized charges, applicable sales tax, and payment terms in a format banks recognize as verifiable revenue documentation.

Before you start

- Your business legal name, address, phone number, and Ohio vendor's license or tax ID number
- Customer's full name or company name, billing address, and contact information
- Detailed list of each product or service provided, including description, quantity, unit price, and date of transaction
- Current Ohio sales tax rate for your county (state base is 5.75 percent; county and transit rates vary)
- Your payment terms, accepted methods, and bank account details if offering direct deposit or check payment

Step-by-step

1. Enter your business information at the top, including legal name, street address, phone, email, and Ohio tax ID or vendor's license number so the invoice is traceable.
2. Assign a unique sequential invoice number and record the invoice date; banks verify revenue chronology by checking that invoice numbers increase over time without gaps.
3. Fill in the customer's complete billing information, including company or individual name, street address, and contact details.
4. List each line item in the table, entering the description of the product or service, quantity sold, unit rate or hourly rate, and let the form calculate the line total by multiplying quantity times rate.
5. Subtotal all line items, then apply the correct Ohio sales tax percentage for your county to taxable goods; most services are exempt unless they involve tangible personal property, so confirm which line items require tax.
6. Review the auto-calculated grand total, which adds subtotal and tax, and verify all math is accurate before saving or printing.
7. Specify payment terms such as "Net 30" or "Due Upon Receipt" and list acceptable payment methods like check, ACH transfer, or credit card.
8. Add any notes about late fees, early-payment discounts, or deposit credits if applicable, keeping language clear and professional.

9. Save the completed invoice as a PDF, send it to your customer, and file a copy in your accounting system linked to the corresponding bank deposit.

What lenders look for

- Banks cross-reference invoice numbers and dates against your deposit records, so maintain a continuous numbering sequence with no duplicates and ensure each invoice ties to a specific deposit within your stated payment terms.
- Underwriters look for consistency between invoice totals and monthly revenue; large gaps or invoices that never convert to deposits raise red flags about fictitious sales.
- Ohio sales tax accuracy matters because lenders verify you are remitting taxes correctly; mistakes suggest poor financial controls, so double-check county rates and exempt versus taxable items before finalizing.