

How to complete a Retail & Service Invoice in Texas

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

What this form is for

Use this invoice when you sell goods or services to a customer and need to request payment with a clear, itemized breakdown. Lenders review invoices to verify sales activity, pricing consistency, and cash-flow timing when evaluating your loan application.

Before you start

- Your business legal name, physical address, phone number, and Texas sales tax permit number if you collect sales tax
- Customer's full business or individual name, billing address, and contact information
- Unique invoice number following your numbering system and invoice date
- Detailed description of each product or service sold, including quantity, unit price, and any applicable discounts
- Current Texas state sales tax rate for your location (currently 6.25% state plus any local rate, combined rates range from 6.25% to 8.25% depending on jurisdiction)
- Your payment terms (net 30, due on receipt, etc.) and accepted payment methods
- Bank account details or payment address where the customer should remit funds

Step-by-step

1. Enter your business information at the top: legal name, full address, phone, email, and sales tax permit number if registered in Texas.
2. Assign a unique sequential invoice number and record the invoice date. Add the payment due date based on your terms.
3. Fill in the customer's complete billing information including business name, contact person if applicable, street address, city, state, and ZIP code.
4. Create line items for each product or service. For each line, enter the description, quantity sold, unit rate or price, and let the form calculate the line total by multiplying quantity times rate.
5. Subtotal all line items before tax. The form should auto-calculate this sum.
6. Apply the correct Texas combined sales tax rate to taxable items. Not all services are taxable in Texas, so confirm whether your offerings require tax collection. Enter the tax amount or percentage.
7. Calculate the final total by adding subtotal and tax. Double-check that the form performs this addition correctly.

8. State your payment terms clearly (for example, "Net 30 days" or "Due upon receipt") and list accepted payment methods such as check, ACH transfer, credit card, or wire transfer.
9. Add any notes about late fees, early payment discounts, or project references. Include your bank account information if you accept direct deposits.
10. Save the completed invoice as a PDF, retain a copy in your accounting system, and send it to your customer promptly.

What lenders look for

- Banks compare invoice dates, amounts, and customer names against your bank deposits to confirm revenue. Keep invoice numbering sequential with no gaps, which signals organized record-keeping and reduces fraud red flags.
- Texas sales tax compliance matters: underwriters verify you charge the correct rate and remit taxes properly. Missing or inconsistent tax calculations suggest weak financial controls.
- Aging invoices beyond 90 days hurt your borrowing capacity. Lenders discount old receivables heavily, so follow up on unpaid invoices quickly and document collection efforts.