

# Your First Handyman Invoice

A ready-to-use pack for billing your first job

You did the work. Now you need to send a bill. This pack covers what to collect, how to describe the job, and how to write an invoice your customer can follow. The checklist is on this page. Page 2 has a worked example. Page 3 gives you job descriptions and messages you can copy. Page 4 shows how to build the example in Paid on your iPhone or iPad.

## 1. Before you send: a checklist

### Before the job

- Write down the customer's billing name, address, and preferred email or phone number.
- Note the job address if it's different from the billing address.
- Agree on the work, your rate (hourly or fixed), materials charges, and any trip fee.
- Agree when payment is due and which payment methods you accept.
- If the customer approves changes during the job, keep a written record.

### When the work is done

- Note the date, what you completed, hours worked, and materials you supplied.
- List labor and materials as separate charges so the customer can see what each cost covers.
- Add your business name, contact details, and an invoice number.
- Include the issue date, the agreed due date, and clear payment instructions.
- Use the tax setup that fits your business and this job. Paid supports up to 5 named tax lines per document. The example in this pack leaves out tax to keep the math simple.
- Check any earlier payments against your records before writing the amount due. This example assumes no deposit or earlier payment.

### Before you send the PDF

- Check the customer's name, address, quantities, rates, and total.
- Check that the payment instructions are complete and correct.
- Open the PDF and read it the way your customer would. Send it to the address or number you agreed on. Keep a copy.

## 2. Handyman invoice example: labor, materials, and trip fee

Fictional example. All names, addresses, and amounts are made up. Amounts are in USD. These are not suggested rates. No tax, discount, or earlier payment is included. This is a sample layout, not an export from Paid.

**Business:** Oak & Fix Handyman (fictional)

**Contact:** hello@example.com

**Business address:** 10 Example Lane, Example Town

**Bill to:** Alex Taylor (fictional)

**Billing and job address:** 25 Sample Road, Example Town

**Invoice:** INV-0001

**Issued:** September 15, 2026

**Due:** September 22, 2026 (agreed with the customer)

| Description                                                      | Qty | Rate (USD) | Amount (USD) |
|------------------------------------------------------------------|-----|------------|--------------|
| Labor: adjust sticking interior door and replace handle; 2 hours | 2   | 60.00      | 120.00       |
| Interior door handle set, part supplied                          | 1   | 28.00      | 28.00        |
| Screws and hardware, one pack supplied                           | 1   | 6.00       | 6.00         |
| Trip fee: travel to job site                                     | 1   | 25.00      | 25.00        |

**Subtotal: USD 179.00**

**Total due: USD 179.00**

**Notes:** Work completed September 15, 2026. Adjusted the interior door, installed the replacement handle, and checked that the door opens and closes. Labor is charged separately above. The handle price covers the part only.

**Payment instructions:** Please pay by September 22 using the payment details supplied with this invoice. Use INV-0001 as your reference.

Before sending this to anyone, replace the payment wording with your actual payment method and details. Don't send the fictional example to a customer.

### 3. Job descriptions you can adapt

Describe each line as: action + item + location + scope. Put quantities and prices in their own columns. Only describe work you actually did, and bill what you agreed.

| Instead of  | Try this                                                                                                     |
|-------------|--------------------------------------------------------------------------------------------------------------|
| Door repair | Adjust sticking interior door in hallway; replace handle and check opening and closing.                      |
| Shelves     | Install two customer-supplied shelves in laundry room; mark positions, secure brackets, and clear packaging. |
| Flat-pack   | Assemble one customer-supplied bookcase in home office; remove packaging from work area.                     |
| Caulk       | Remove old caulk around kitchen sink and apply new caulk.                                                    |
| Painting    | Prepare and touch up scuffed area beside bedroom door; one agreed color.                                     |
| Fence       | Replace three damaged fence boards on back fence line; boards charged separately.                            |
| Materials   | Supply one interior door handle set for hallway door.                                                        |
| Travel      | Trip fee for visit to 25 Sample Road on September 15.                                                        |

#### Messages you can copy

##### Send the invoice:

Hi Alex, attached is invoice INV-0001 for the door work completed on September 15. The total is USD 179.00, due on September 22 as agreed. Payment instructions are on the invoice. Let me know if anything needs correcting. Thanks, [your name].

##### Check a change before doing it:

The extra work would be [describe the work] for [amount], bringing the agreed total to [new total]. Please confirm before I go ahead.

## 4. Build this invoice on your phone

You just used the checklist, the example, and the wording in this pack. Paid does all of it on your phone. Enter your business details once, add a customer, add your line items, and the app does the math and the layout. Tap Preview PDF and send by text, email, or any sharing app.

Saved customers and saved items fill in next time. An estimate converts to an invoice in one tap when the job is done.

### Get Paid

6 documents free with every feature, then \$14.99 once. No subscription. No account, no sign-up, works offline. Invoices and customers stay on your phone.

<https://apps.apple.com/app/id6779069100?pt=128894573&ct=handyman-pack>