

INVOICE

Plumber invoice template

Invoice number

Invoice date

Payment due

FROM

Your business name

Address

Town and postcode

Phone

Email

BILL TO

Client name

Company (if any)

Address

Town and postcode

Purchase order number — if they issued one

PLUMBER DETAILS

Call-out charge as its own line

Time and date of attendance

Rate applied

Parts, itemised

Labour hours at the stated rate

Gas Safe registration number

Any parts left for a follow-up visit

DESCRIPTION	QTY	UNIT PRICE (£)	AMOUNT (£)

Subtotal£

Total due£

HOW TO PAY

Bank name

Sort code

Payment reference — use the invoice number

Account name

Account number

Payment terms — e.g. 14 days from invoice date

Before you send it: what a plumber invoice must show

- ☐ **Call-out charge as its own line**
Separate from labour, with the rate named. Never rolled into the total.
- ☐ **Time and date of attendance**
Which supports any out-of-hours rate you have applied.
- ☐ **Rate applied**
Standard, evening, weekend or emergency, stated explicitly.
- ☐ **Parts, itemised**
Valves, fittings, cylinders, with quantities.
- ☐ **Labour hours at the stated rate**
Including time on a return visit if there was one.
- ☐ **Gas Safe registration number**
On any job involving gas appliances. It is the customer's assurance the work was lawful.
- ☐ **Any parts left for a follow-up visit**
So a second invoice does not arrive as a surprise.

Where this one goes wrong

- ☐ **Call-out buried in the labour line**
Customers accept a call-out charge they were told about and dispute one they discover on an invoice.
- ☐ **Emergency rate applied without naming it**
A higher figure with no explanation reads as opportunism, even when it was agreed on the phone.
- ☐ **No Gas Safe number on gas work**
It undermines the customer's ability to demonstrate the work was done by a registered engineer, which matters for insurance and for selling the property.