

[Your Name/Company Name]
[Your Address]
[Phone Number]
[Email Address]

[Date]

[Customer Name]
[Customer Address]

Subject: Invoice for Broken Window Replacement - [Property Address]

Dear [Customer Name],

Please find the invoice for the window replacement services completed on [Date of Service] at the address mentioned above.

Work Description:

- Removal of broken glass/damaged pane
- Supply and installation of [Type of Glass/Window Model]
- Clean-up and disposal of debris

Invoice Details:

Invoice Number: [Number]
Labor Cost: \$[Amount]
Materials: \$[Amount]
Tax: \$[Amount]
Total Balance Due: \$[Total Amount]

Payment is due by [Due Date]. Please make checks payable to [Your Name/Company Name] or pay via [Payment Method].

Thank you for your business. If you have any questions regarding this invoice, please contact us at [Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]