[Your Business Name]
[phone] · [email] · [address]

Pet Sitting Invoice

For pet-sitting businesses — an itemised invoice built from completed visits: one line per visit, each carrying its schedule reference.

Invoice details

Invoice number: _____

Issue date: _____

Due date: _____

Booking reference: _____

1 · Business & client

Business name: _____

Business address: _____

Business phone / email: _____

Client full name: _____

Client billing address: _____

Client phone / email: _____

2 · Booking summary

Booking reference: _____

Service period: _____

Assigned sitter: _____

Pet names: _____

Agreed rate per visit ($): _____

Number of completed visits: _____

3 · Itemised visit charges

Date	Visit ref	Service description	Sitter	Qty	Unit price ($)	Line total ($)	Completed

4 · Totals

Subtotal ($): _____

Discount ($): _____

Taxable amount ($): _____

Tax rate (%): _____

Tax amount ($): _____

Additional agreed charges ($): _____

Amount previously paid ($): _____

Balance due ($): _____

5 · Payment instructions — accepted methods

☐ Bank transfer
☐ Cash
☐ Card
☐ Check
☐ Other

Payment instructions: _____

Payment reference: _____

Payment due date: _____

Service notes

_____

_____

6 · Acknowledgement

Prepared by: _____

Business signature: _____

Client payment acknowledgement (optional):

_____

Payment date: _____

Payment reference / receipt number: _____

Thank you for trusting us with your pets.

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