INVOICE

Contractor Invoice

YOUR BUSINESS NAME

Street address

City, State ZIP

Phone

Email

Website / license #

Invoice #

Invoice date

Due date

Payment terms

BILL TO

Customer name

Billing address

City, State ZIP

Phone

Email

Customer / account #

JOB DETAILS

Job address	Contract / job #	Billing period	Percent complete
Change order #(s)	License #		

Description	Qty	Unit	Rate	Amount
Progress billing: % of contract		lot		
Labor: crew		hr		
Materials (receipts attached)		lot		
Equipment rental		day		
Subcontractor		each		
Change order #		each		

PAYMENT METHODS ACCEPTED

- ☐ Cash
- ☐ Check
- ☐ Card
- ☐ Bank transfer (ACH)
- ☐ Zelle
- ☐ Venmo
- ☐ Other

Pay to / payment details

Subtotal	
Discount	
Tax rate (%)	
Tax	
Total	
Paid / deposit	
Retainage withheld	
Balance due	

TERMS & NOTES

Due within 30 days per contract. Retainage per agreement. Change orders billed separately.

WORK COMPLETED THIS PERIOD

Thank you for your business.

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