



Business name

CONTRACTOR INVOICE

Address

Phone / email

Tax or license ID

Invoice no.

Issue date

Due date / terms

Reference / PO no.

BILL TO

Customer name

Address

Email / phone

JOB DETAILS

Job site address

Contract / job no.

Work completed on

Change orders included

Billing stage: Deposit / Progress payment / Final invoice

LINE ITEMS

Labor, materials, each approved change order and permit fees on separate lines.

DESCRIPTION	QTY / HOURS	RATE	AMOUNT

Payment instructions

Terms and conditions

Notes

Subtotal

Discount

Tax (%)

Total

Amount paid

Balance due