

Your business name

Address: _____

Phone / email: _____

Contractor licence #: _____

INVOICE

Invoice #: _____

Invoice date: _____

Due date / terms: _____

PO / job #: _____

BILL TO_____

_____**JOB SITE**_____

Type	Description	Qty	Unit	Rate	Amount
Labor					
Materials					
Equipment					
Subcontract					
Change order					
Other					

Subtotal _____

Sales tax ____% on taxed lines _____

Invoice total _____

Less retainage ____% _____

Less deposit received _____

Less previous payments _____

Balance due _____

Sales tax: Sales tax rules for labor vs materials differ by state. Check your state's rules.

Retainage: the percentage the client holds back until the work is accepted. Change orders: list each approved change order as its own line with its number.