

[Your business name]

[Street address, city, state ZIP]

[Phone] · [Email] · [Website]

License # [your contractor license number]

INVOICE

Invoice # [0001]

Date [MM/DD/YYYY]

Due [MM/DD/YYYY]

Contract # [number]

BILL TO

[Customer name]

[Street address]

[City, state ZIP]

[Phone or email]

PROJECT

[What you're building or remodeling]

[Job site, if different] · Draw [n] of [n]

Billed to date: \$[] of \$[contract price]

DESCRIPTION	QTY	RATE	AMOUNT
Draw [n] — [what's complete] [x]% of contract price, per payment schedule			
Change order # [n] — [what changed] [Approved MM/DD/YYYY]			
Allowance adjustment — [item] [Allowance \$; actual \$ — overage or credit]			
Labor — [task] [Hours × rate, on time-and-materials jobs]			
Materials — [what, where from] [At cost, or cost plus [x]%, on time-and-materials jobs]			
Retainage held ([5]% of this draw) [If the contract has one — shown as a deduction]			
Subtotal			
Sales tax / GST / VAT ([rate]%)			
Deposit received			
Balance due			

PAYMENT

[Due within [10] days. How to pay.]

NEXT DRAW

[Draw [n] at [milestone], [x]% of contract price.]