

[Your business name]

[Street address, city, state ZIP]

[Phone] · [Email] · [Website]

Contractor license # [your number]

INVOICE

Invoice # [0001]

Date [MM/DD/YYYY]

Due [MM/DD/YYYY]

Estimate # [number]

BILL TO

[Customer name]

[Street address]

[City, state ZIP]

[Phone or email]

PROJECT

[What you built or remodeled, with the size]

[Site address, if different] · Payment [n] of [n]

Paid to date: \$[] of \$[estimated price] — [deposit, progress payments, with dates]

DESCRIPTION	QTY	RATE	AMOUNT
Payment [n] — [the milestone the schedule names] [Per the payment schedule on estimate #]			
Our crew — [phase] [On time-and-materials jobs: hours × rate]			
Subcontractor — [trade, what they did] [Licensed sub, at the estimated price or cost plus [x] %]			
Change order # [n] — [what changed] [Approved MM/DD/YYYY]			
Allowance settled — [item] [Allowance \$; selected \$ — difference added or credited]			
Materials — [what, where from] [At cost or cost plus [x] %, on time-and-materials jobs]			
Subtotal			
Sales tax / GST / VAT ([rate] %)			
Deposit received			
Balance due			

PAYMENT

[Due within [14] days. How to pay.]

NOTES

[What's handed over — permits closed, manuals, spare materials — and what comes next.]