

[Your business name]

[Street address, city, state ZIP]

[Phone] · [Email] · [Website]

License # [your number, where your state licenses remodeling]

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

[Room and scope, with the size]

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

Paid to date: \$[] of \$[estimated price]

DESCRIPTION	QTY	RATE	AMOUNT
Payment [n] — [the milestone the schedule names] [Per the payment schedule on estimate #]			
Change order # [n] — [what changed] [Approved MM/DD/YYYY]			
Allowance settled — [tile, vanity, fixtures, flooring] [Allowance \$; selected \$ — difference added or credited]			
Subcontractor — [plumbing / electrical / HVAC] [Licensed; what they did — on time-and-materials jobs]			
Permit and inspection fees [At cost, receipt attached — only if the estimate didn't price them]			
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 [7] days. How to pay.]

NEXT PAYMENT

[Payment [n] at [milestone], \$[amount]. What arrives and when you're back on site.]