CONTRACTOR INVOICE

CONTRACTOR

Business name _____

Address _____

Phone / email _____

License no. _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

Job no. _____

BILL TO (CLIENT)

Client name _____ Email _____

Address _____

JOB

Job _____

Job address _____

Contract date _____ Work dates _____

LABOR

Item	Details	Qty	Unit	Rate	Amount

Labor subtotal

MATERIALS

Item	Details	Qty	Unit	Rate	Amount

Materials subtotal

SUBCONTRACTED WORK

Item	Details	Qty	Unit	Rate	Amount

Subcontracted work subtotal

CHANGE ORDERS

Item	Details	Qty	Unit	Rate	Amount

Change orders subtotal

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Subtotal	
Sales tax on materials, if applicable (_____%)	
Total	
Less: deposit received	
Less: progress payments received	
Amount due	

JOB NOTES

_____

_____

Please quote the job number with your payment.