# CONTRACTOR INVOICE

Labor · Materials · Permits
Keep a copy for your records

BUSINESS NAME

INVOICE #

INVOICE DATE

BUSINESS ADDRESS

DUE DATE

LICENSE #

PHONE

EMAIL

PROJECT / JOB NAME

**BILL TO**

CLIENT NAME

CLIENT ADDRESS / PHONE

**JOB SITE**

JOB SITE ADDRESS

WORK PERIOD (START – FINISH)

| DESCRIPTION OF WORK / MATERIALS | QTY / HRS | RATE | AMOUNT |
|---|---|---|---|
| | | | |
| | | | |
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| | | | |
| | | | |
| | | | |

Subtotal

Sales tax (if applicable)

Less deposit / prior payments

**BALANCE DUE**

**PAYMENT TERMS & METHODS**

Payment due by: _____

Late fee: _____

Pay by: [ ] Check [ ] ACH [ ] Card [ ] Other

**NOTES / WARRANTY / CHANGE ORDERS**

AUTHORIZED SIGNATURE

NAME / TITLE

DATE

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