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FINAL INVOICE

INVOICE NO.	INVOICE DATE	DUE DATE	SUBSTANTIAL COMPLETION	CONTRACT / JOB

BILL TO

Name

Company

Address

Phone / email

CONTRACTOR

Business

Address

Phone / email

License / EIN

Contract summary

Description	Reference	Date approved	Amount

Final contract sum	

Payments received

Draw / invoice	Date paid	Method / check no.	Amount

Total paid to date	
Final balance due	

- ❑ Punch list completed and accepted
- ❑ Final inspection passed / certificate of occupancy
- ❑ Warranties and manuals delivered
- ❑ Final lien waiver provided on payment
- ❑ Subcontractor lien waivers collected
- ❑ Site cleaned, keys and access returned

HOW TO PAY

Bank / account

Routing / sort code

Online / app

Make checks payable to

TERMS

Payment terms

Late fee

Warranty

Contractor

Date

Owner acceptance

Date accepted