office printable .com

INVOICE

INVOICE NO.	INVOICE DATE	DUE DATE	JOB / SITE ADDRESS	AMOUNT DUE

BILL TO

Name

Company

Address

Phone / email

CONTRACTOR

Business

Address

Phone / email

License / EIN

Labor

Date	Work performed / worker	Hours	Rate	Amount

Labor subtotal	

Materials and equipment

Item / supplier	Qty	Unit cost	Markup %	Amount

Materials subtotal	
Materials tax rate (%)	
Tax	
Less deposit received	
Total due	

HOW TO PAY

Bank / account

Routing / sort code

Online / app

Make checks payable to

TERMS

Payment terms

Late fee

Work notes

Materials receipts available on request. Thank you for your business.