

INVOICE

FROM

Your business name _____

Address _____

Phone · email _____

BILL TO

Client name _____

Client address _____

Phone · email _____

INVOICE #	DATE	DUE DATE
PROJECT / SITE ADDRESS	CONTRACT / PO #	BILLING PERIOD

DESCRIPTION	QTY × RATE	AMOUNT
Phase / division — % complete		
Change order # (approved on)		
Materials stored on site		
Equipment		
Less retainage (%)		
Less previously billed		

NOTES & PAYMENT TERMS

Net 30. Retainage released with final invoice. Conditional lien waiver issued upon receipt of payment.

Subtotal

Tax

TOTAL DUE