

# INVOICE

Subcontractor invoice template  
avoinvoice.com

**FROM**

Your business name \_\_\_\_\_

Address \_\_\_\_\_

Phone · email \_\_\_\_\_

**BILL TO**

Client name \_\_\_\_\_

Client address \_\_\_\_\_

Phone · email \_\_\_\_\_

|                    |                        |                             |
|--------------------|------------------------|-----------------------------|
| INVOICE #          | DATE                   | DUE DATE                    |
| PROJECT / GC JOB # | APPLICATION # / PERIOD | SUBCONTRACT VALUE / REVISED |
| RETAINAGE %        |                        |                             |

| DESCRIPTION                                                          | QTY × RATE | AMOUNT |
|----------------------------------------------------------------------|------------|--------|
| SOV item: scheduled value, % complete to date, completed this period |            |        |
| SOV item: scheduled value, % complete, this period                   |            |        |
| Change order #: description, approved date                           |            |        |
| Stored materials (with backup)                                       |            |        |
| Less retainage (rate %) on this period                               |            |        |
| Less previous payments (negative)                                    |            |        |
|                                                                      |            |        |
|                                                                      |            |        |
|                                                                      |            |        |

**NOTES & PAYMENT TERMS**  
Payment per subcontract terms (Net 30 from approval, or upon the GC's receipt of owner payment where pay-when-paid applies). Conditional lien waiver for the amount due is attached; unconditional waiver issued on receipt of payment. Retainage billed with the final application upon completion and acceptance.

Subtotal

Tax

**TOTAL DUE**