[Your Construction Company]

License #: [if required]
[Street address]
[City, State ZIP]
[Email] · [Phone]

INVOICE

Invoice # **[INV-0001]**
Invoice date **[MM/DD/YYYY]**
Due date **[MM/DD/YYYY]**

BILL TO

[Customer or company name]
[Billing address]
[City, State ZIP]

PROJECT

Project: [name and address]
Contract #: [number] Pay application #: [number]
Billing period: [MM/DD/YYYY to MM/DD/YYYY]

Description	Type	Qty	Unit price	Taxable	Amount
Example: Framing, 40% of $25,000 scheduled value	Progress	1	$10,000.00	N	$10,000.00
Example: Change order #2, added window	Change order	1	$850.00	N	$850.00
Example: Permit fee	Fee	1	$300.00	N	$300.00

PAYMENT DETAILS

Bank transfer / ACH: [Bank name], routing [000000000], account [0000000000]
Check payable to: [Your business name]
Pay online: [your Stripe, PayPal or Venmo payment link]
Please include the invoice number with your payment.

Payment due within [30] days (Net 30) per the contract.

Subtotal	$11,150.00
Sales tax (taxable items) (example 6%)	$0.00
Total due (USD)	**$11,150.00**

NOTES

Sales tax applies only to rows marked Y. Taxability of labor and materials varies by state.
Show retainage withheld, if your contract has it, as a separate line.