[Your Contracting Business]

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

Job site: [project address]
Project / PO #: [optional]
Work dates: [MM/DD/YYYY to MM/DD/YYYY]

Description	Type	Qty	Unit price	Taxable	Amount
Example: Labor (hours)	Labor	16	$65.00	N	$1,040.00
Example: Lumber and fasteners	Materials	1	$640.00	Y	$640.00
Example: Equipment rental, 1 day	Equipment	1	$120.00	N	$120.00
Example: Debris haul-away	Fee	1	$90.00	N	$90.00

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 [15] days. Progress payments as agreed in the contract.

Subtotal	$1,890.00
Sales tax (taxable items) (example 6%)	$38.40
Total due (USD)	**$1,928.40**

NOTES

Sales tax applies only to rows marked Y. Taxability of labor and materials varies by state.
Business clients may ask for your Form W-9 before paying.

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