

INVOICE

Generic contractor invoice template

FROM

Business
name _____
Address _____

Phone _____
Email _____
Licence
no. _____

BILL TO

Client
name _____
Job
address _____

Phone _____
Email _____

Invoice # _____

Date _____

Due _____

Description	Qty	Unit	Rate	Amount
Labour	hrs			
Materials				
Call-out / service fee	1			
			Subtotal	
			Tax	
			Deposit paid	
			TOTAL DUE	

Payment terms

Payment due within _____ days of the invoice date. Accepted methods:

Late payment: _____

Notes / scope of work

Tip: the line items are the part that gets you paid without a phone call. "Repair — \$340" invites a conversation. Three lines naming what you diagnosed, what you replaced and what you tested do not.

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