

# INVOICE

General Contractors 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 |
|--------------------------------------------|-----|------|------------------|--------|
| Deposit / mobilisation (on signing)        |     |      |                  |        |
| Progress billing — stage completion        |     |      |                  |        |
| Labour — general contractor / PM           |     |      |                  |        |
| Subcontractor cost (pass-through + markup) |     |      |                  |        |
| Materials (pass-through + markup)          |     |      |                  |        |
| Change order — additional scope            |     |      |                  |        |
|                                            |     |      |                  |        |
|                                            |     |      |                  |        |
|                                            |     |      |                  |        |
|                                            |     |      |                  |        |
|                                            |     |      | Subtotal         |        |
|                                            |     |      | Tax              |        |
|                                            |     |      | Deposit paid     |        |
|                                            |     |      | <b>TOTAL DUE</b> |        |

## Payment terms

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

Late payment: \_\_\_\_\_

**Notes / scope of work**

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Tip for general contractors: the stage being billed and what it covered, itemised — it is the line most often missing from a general contractor's invoice, and the one that most often causes the argument.

Free template from Toolbelt — the invoice app for contractors. [toolbelt.pro](https://toolbelt.pro). Use it, edit it, keep it. No attribution required.