**[Company Name]**

**[Company Address]**

**[Company Phone Number/ Email]**

**Invoice #:**

|  |  |  |
| --- | --- | --- |
| **Bill To** | **Project** | **Date** |
| **[Client Name/ Company Name]** | **Project Name:** | **Invoice Issue Date:** |
| **[Client Contact Information]** | **Project Location:** | **Payment Due:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit Price** | **Total** |
| **Material** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Labor** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Other** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | | **Subtotal** |  |
| **Discount** |  |
| **New Subtotal** |  |
| **Tax ( \_%)** |  |
| **Total** |  |

Please make checks payable to [Company Name]. Thank you!