INVOICE

Construction invoice template

INV-_____
Date ____ / ____ / _____
Due ____ / ____ / _____

FROM

Your business name
Address
Phone · Email
License / Tax ID

BILL TO

Customer name
Job address
Phone · Email
PO / Job reference

DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
Mobilisation				
Progress draw, per milestone				
Change order				
Retainage, 10% held				

Subtotal	
Tax (____%)	
Less deposit paid	
Balance due	

Payment terms
Due on receipt

Pay by
Card link · Check · Cash

Notes / warranty: _____

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