

[Your Company Name]

[Street Address, City, ST ZIP]
[Phone] · [Email]

INVOICE

Invoice # _____
Invoice Date _____
Due Date _____

BILL TO

[Client / Property Owner Name]
[Client Address]
[Client Email / Phone]

JOB / PROJECT

[Job Name or Job Number]
[Job Site Address]
PO / Contract #: [_____]

DESCRIPTION OF WORK	QTY	RATE	AMOUNT

Subtotal _____
Sales tax _____
Retainage held (optional) _____

TOTAL DUE _____

Retainage note: leave this blank or write "n/a" if your contract has no retainage clause. If it does, enter the percentage held back (commonly 5-10%) here — it reduces what's due now but is still owed to you. Track it separately as retainage receivable, not written off, until it releases at substantial completion or contract closeout.

PAYMENT TERMS

Due within [30] days of invoice date.
[1.5%/mo] late fee applies after due date.

REMIT TO

Check payable to [Your Company Name],
or ACH to [account details sent separately].

Thank you for the work. Questions about this invoice: [Email / Phone].