Construction Invoice

Your business name and address

Bill to

Invoice number

Issue date

Due date

Job site address and project name

Contract or proposal number and contract type

Permit number, if the job is permitted

Labor by trade: hours and rate

Materials: description, quantity, cost and markup

Equipment rental: days and rate

Subcontractor charges with their invoice reference

Change orders: number, approval date and amount

Retainage withheld, if the contract provides for it

Contractor license number, where your state requires it

Lien waiver reference (the waiver itself is a separate document)

Description	Quantity	Rate	Amount

Currency

Subtotal

Tax rate and amount

Total

Payment instructions

Notes and references

Construction Invoice / InvoiceQuickly. Printable blank form: fill it in by hand and work out the totals yourself. Regional or document certification is not implied.