CONTRACTOR INVOICE TEMPLATE

Complete tax and payment details under your agreement and local requirements. Recheck totals before issuing.

BUSINESS / REMITTANCE CONTACT

INVOICE NUMBER / ISSUE DATE

BILL TO / CLIENT

JOB ADDRESS / CONTRACT REFERENCE

BILLING PERIOD / MILESTONE

DUE DATE / AGREED TERMS

INVOICE ITEMS

Description / approved change ref.	Qty	Rate	Amount

TOTALS

Component	Amount
Subtotal	
Applicable tax (state rate / taxable basis)	
Less current retainage held (per contract)	
Plus prior retainage released (not in line items)	
Less credits / deposits applied once	
Current invoice total	

General template only. Not legal advice. Check the contract and applicable local requirements.

CONTRACTOR INVOICE TEMPLATE

Balance = current invoice + prior unpaid invoices - unapplied payments / credits. Count each payment once.

PROJECT / JOB NUMBER

UPDATED BY / DATE

ACCOUNT RECONCILIATION

Account item	Amount / reference
Current invoice total	
Prior unpaid invoices (list references)	
Less unapplied payments / credits (not counted above)	
Total outstanding balance	

PRIOR INVOICE REFERENCES / CREDIT DETAILS

PAYMENT INSTRUCTIONS / REMITTANCE REFERENCE (NO BANK CREDENTIALS)

- [ ] Scope / milestone and approved changes match the billing basis.
- [ ] Arithmetic, tax, credits and prior payments have been checked.
- [ ] Client has supporting records and a contact for billing questions.

PREPARED BY / DATE

REVIEWED BY / DATE

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