AMBERCHALK

TIME & MATERIAL INVOICE

Bill actual hours at agreed rates plus materials at cost and the agreed markup. Attach time cards and receipts.

YOUR BUSINESS / LICENSE NO.	INVOICE NO.	ISSUE DATE / DUE DATE
BILL TO	**JOB ADDRESS**	**CONTRACT / WORK ORDER / CO NO.**
BILLING PERIOD (FROM / TO)	**NOT-TO-EXCEED AMOUNT (IF AGREED)**	**PAYMENT TERMS**

LABOR

Date	Worker / role	Work performed	Reg. hrs	OT hrs	Rate	Amount

TOTALS

Line	Amount
Labor (from table above)	
Materials at cost (page 2)	
Material markup ____ %	
Equipment / dump fees / permits / other	
Tax (where applicable)	
Less deposits / prior payments	
BALANCE DUE	

HOW TO PAY

CLIENT ACKNOWLEDGMENT / DATE

General template only. Not legal or tax advice. Totals are entered by hand; check the math before sending.

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TIME & MATERIAL INVOICE

Backup sheet: list every receipt or ticket billed on this invoice. Keep copies with the invoice.

INVOICE NO.

JOB ADDRESS

MATERIALS AND RECEIPTS

Date	Vendor	Receipt / ticket no.	Description	Cost	Markup	Billed

EQUIPMENT, DUMP FEES, SUBS AND OTHER CHARGES

Date	Description	Qty / unit	Cost	Markup	Billed

NOTES

General template only. Not legal or tax advice. Totals are entered by hand; check the math before sending.