

FREE PRINTABLE CONSTRUCTION INVOICE TEMPLATE

Example on page 2.

A blank Invoice Template
can be found on page 3.

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EXAMPLE Blank Invoice can be found on the next page.

YOUR LOGO

INVOICE

Company Name
 123 Main Street
 Hamilton, OH 44416
 (321) 456-7890
 Email Address

CLIENT

ATTN: Name / Dept
 Company Name
 123 Main Street
 Hamilton, OH 44416
 (321) 456-7890
 Email Address

DATE OF INVOICE	INVOICE NO.
02/15/20XX	10001

DATE OF WORK	
DATE BEGINNING	DATE ENDING
01/15/20XX	02/15/20XX

PAYMENT DUE BY:	03/15/20XX
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PAYABLE TO:	Company Name / Account
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QTY	MATERIAL	RATE	TOTAL
5	Marking of foundation layout at site	200.00	1,000.00
4	Earth excavation up to the required depth by machine	150.00	600.00
2	Earth excavation and levelling of soil by hand-operated tools	125.00	250.00
15	Placing of PCC	78.00	1,170.00
30	Placement of reinforcement steel	165.00	4,950.00
34	Erection of concrete formworks for footings	230.00	7,820.00
TOTAL MATERIALS			\$ 15,790.00

MISCELLANEOUS CHARGES	
Transportation of materials	430.00
Consultations with architect	760.00
TOTAL MISCELLANEOUS	\$ 1,190.00

CUSTOMER SIGNATURE	DATE
	00/00/0000

AUTHORIZED SIGNATURE	DATE
	00/00/0000

For questions concerning this invoice, please contact

Name, (321) 456-7890, Email Address

www.yourwebaddress.com

DESCRIPTION OF WORK			
LABOR	HOURS	RATE	AMOUNT
Marking of foundation layout at site	30.0	60.00	1,800.00
Earth excavation up to the required depth by machine	23.0	60.00	1,380.00
Earth excavation and levelling of soil by hand-operated tools	19.0	60.00	1,140.00
Placing of PCC	35.0	60.00	2,100.00
Placement of reinforcement steel	76.0	60.00	4,560.00
Erection of concrete formworks for footings	53.0	60.00	3,180.00
TOTAL LABOR			\$ 14,160.00

TOTAL MATERIALS	\$ 15,790.00
TOTAL LABOR	\$ 14,160.00
TOTAL MISCELLANEOUS	\$ 1,190.00
SUBTOTAL	\$ 31,140.00
TAX RATE	3.80%
TOTAL TAX	\$ 1,183.32
TOTAL	\$ 32,323.32

INVOICE

DATE OF INVOICE

INVOICE NO.

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DATE OF WORK

DATE BEGINNING

DATE ENDING

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PAYMENT DUE BY:

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PAYABLE TO:

--	--

CLIENT _____

QTY	MATERIAL	RATE	TOTAL
TOTAL MATERIALS			

DESCRIPTION OF WORK			
LABOR	HOURS	RATE	AMOUNT
TOTAL LABOR			
MISCELLANEOUS CHARGES			
TOTAL MISCELLANEOUS			

CUSTOMER SIGNATURE	DATE

AUTHORIZED SIGNATURE	DATE

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TOTAL MATERIALS	
TOTAL LABOR	
TOTAL MISCELLANEOUS	
SUBTOTAL	
TAX RATE	
TOTAL TAX	
TOTAL	

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