

Electrical Construction Invoice Template

Electrical Construction Time & Materials Invoice

Company Information

Company name

Address

Phone

Email

Website

Invoice number

Invoice date

Payment due date

Work order number (if applicable)

Client Information

Client name

Business name

Address

Phone

Email

Job Site Address (if different from billing address)

Project Description / Scope of Work

Labor Charges Breakdown

Labor type	Hours worked	Hourly rate (\$/hr)	Total (\$)
Total labor cost			

Notes

Materials & Equipment Used				
Quantity	Material description	Supplier (Optional)	Unit price (\$)	Total (\$)
Total materials cost				

Markup (optional)		Adjusted total materials cost	
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Additional Costs & Fees <i>(if applicable)</i>	
Description	Cost
Total additional costs	

Total labor cost	
Total materials cost <i>(after markup)</i>	
Total additional costs	
Subtotal	
Sales tax (%)	
Grand total due	

Payment Instructions & Terms	
Payment due date	
Accepted payment methods	
Late payment policy	
Warranty information	

Client/Owner Signature	Date

Authorized Electrical Contractor Signature	Date

For questions concerning this invoice, please contact Name, (321) 456-7890, Email Address
www.yourwebaddress.com

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