

Flooring Contractor Time and Materials Invoice Template

Flooring Construction 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 |
|-------------------------------------|
| |

| Option 1 |
|---|
| Unit Pricing Table (per square foot, or per item billing) |

| Line item # | Description of work | Unit type | Quantity completed | Unit price (\$/unit) | Total (\$) |
|-----------------|---------------------|-----------|--------------------|----------------------|------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| Total work cost | | | | | |

| |
|---|
| <div>Option 2</div> <div>Time & Materials Breakdown <i>(for custom or maintenance work)</i></div> |
|---|

| 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 | |
|-------------------|--|-------------------------------|--|

| Additional Costs & Fees <i>(if applicable)</i> | |
|--|------|
| Description | Cost |
| | |
| | |
| | |
| | |
| | |
| Total additional costs | |

| | |
|--|--|
| Total work cost <i>(if using unit pricing)</i> | |
| Total labor cost <i>(if using T&M pricing)</i> | |
| 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 Flooring Contractor Signature | Date |
| | | | |

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

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