

# General Contractor Time and Materials Invoice Template

## INVOICE

Company Name

Address	
Phone	
Email	
Website	

Date of Invoice	
Invoice No.	
Date of Work Beginning	
Date of Work Ending	

Client

ATTN	
Company name	
Address	
Phone	
Email	
Job site location field	

Payment Terms & Method	
Payment due by	
Payable to	
Late payment policy	
Payment method	

Description of work	
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Qty	Material	Supplier Name	Unit Type	Rate	Total
Total Materials					

Labor	Labor Category	Hours	Rate	Amount
Total Labor				

Discounts And Adjustments	
<b>Total Discounts and Adjustments</b>	

Additional Costs	
<b>Total Additional Costs</b>	

Miscellaneous Charges	
<b>Total Miscellaneous</b>	

<b>Total Materials</b>	
<b>Total Labor</b>	
<b>Total Miscellaneous</b>	
<b>Total Additional Costs</b>	
<b>Total Discounts and Adjustments</b>	
<b>Subtotal</b>	
<b>Tax Rate</b>	
<b>Total Tax</b>	
<b>Total</b>	

Customer Signature	Date

Authorized Signature	Date

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

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