

HVAC Construction Time and Materials Invoice Template

HVAC 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)

Job Description / Scope of Work

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

Notes	
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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 (if applicable)	
Description	Cost
Total additional costs	

Total labor cost	
Total materials cost (after markup)	
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 HVAC Technician Signature	Date

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

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