

# Landscaping and Outdoor Construction Time and Materials Invoice Template

Your Logo

## Landscaping 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

### Work Breakdown

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					

Work Breakdown

Option 2: Time & Materials Breakdown (for custom or maintenance 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 <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&amp;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 Landscaping Contractor 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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