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| **Microsoft Word Carpentry and  Finish Work Construction  Invoice Template[A blue and white sign  AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12357&utm_source=template-word&utm_medium=content&utm_campaign=Carpentry+and+Finish+Work+Construction+Invoice-word-12357&lpa=Carpentry+and+Finish+Work+Construction+Invoice+word+12357)** | | |
| **Your Logo** |  | **Carpentry & Finish**  **Work Time & Materials Invoice** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company Information** | |  |  |  | |
| Company name |  |  | **Invoice number** | |  | |
| Address | Street, City, State ZIP |  | **Invoice date** | |  | |
| Phone | (000) 000-0000 |  | **Payment due date** | |  | |
| Email |  |  | **Work order number** *(if applicable)* | |  | |
| Website |  |  |  | |  | |

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| **Client Information** | |  | **Job Site Address** *(if different from billing address)* | |
| Client name |  |  | Street, City, State ZIP | |
| Business name |  |  |  |  |
| Address | Street, City, State ZIP |  | **Job Description / Scope of Work** | |
| Phone | (000) 000-0000 |  |  | |
| Email |  |  |

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| **Labor Charges Breakdown** | | | |
| **Labor type** | **Hours worked** | **Hourly rate ($/hr)** | **Total ($)** |
| Master Carpenter | 3.5 | $120.00 | $420.00 |
| Journeyman Carpenter | 5 | $85.00 | $425.00 |
| Apprentice | 2 | $55.00 | $110.00 |
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| **Total labor cost** | | | **$955.00** |

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| **Notes** |  |

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| **Materials & Equipment Used** | | | | |
| **Quantity** | **Material description** | **Supplier (Optional)** | **Unit price ($)** | **Total ($)** |
| 4 | Sheets of ¾” plywood | Local Lumberyard | $65.00 | $260.00 |
| 1 | Box of finish nails | Hardware Hut | $12.00 | $12.00 |
| 3 | Gallons of wood stain | Hardware Hut | $35.00 | $105.00 |
| 10 | Feet of custom trim molding | Woodworking Supply Co. | $15.00 | $150.00 |
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| **Total materials cost** | | | | **$527.00** |

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| **Markup** (optional) | 15% | **Adjusted total materials cost** | **$606.05** |

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| **Additional Costs & Fees** *(if applicable)* | |  |  | |
| **Description** | **Cost** |  | Total labor cost | **$955.00** |
| Permit fees | $75.00 |  | Total materials cost *(after markup)* | **$606.05** |
| Disposal fee (old materials) | $50.00 |  | Total additional costs | **$125.00** |
| Travel fees *(if applicable)* |  |  | Subtotal | **$1,686.05** |
|  |  |  | Sales tax (%) | **6%** |
|  |  |  | Grand total due | **$1,787.21** |
| **Total additional costs** | **$125.00** |  |  |  |

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

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| --- | --- | --- | --- | --- |
| Client/Owner Signature | Date |  | Authorized Carpenter Signature | Date |
|  |  |  |  |  |
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| *For questions concerning this invoice, please contact* Name, (321) 456-7890, Email Address |
| www.yourwebaddress.com |

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