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| **[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=General+Contractor+Schedule+of+Values+Invoice-word-12357&lpa=General+Contractor+Schedule+of+Values+Invoice+word+12357)Microsoft Word General Contractor  Schedule of Values Template** | | |
| **Your Logo** |  | **Schedule of Values Invoice** |

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

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| --- | --- | --- | --- | --- |
| **Client Information** | |  | **Project Summary** | |
| Client name |  |  | General contractor name |  |
| Business name |  |  | Project name /  Job reference number |  |
| Address | Street, City, State ZIP |  |
| Phone | (000) 000-0000 |  | Project start date |  |
| Email |  |  | Total contract value ($) |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Schedule Of Values Breakdown Table** | | | | | | |
| Line item # | Description of work | % Complete | Scheduled value ($) | Previously billed ($) | Current payment due ($) | Remaining balance ($) |
| 1 | Site preparation | 100% | $10,000.00 | $5,000.00 | $5,000.00 | $0.00 |
| 2 | Foundation | 30% | $20,000.00 | $6,000.00 | $0.00 | $14,000.00 |
| 3 | Framing | 20% | $50,000.00 | $2,500.00 | $7,500.00 | $40,000.00 |
| 4 |  |  |  |  |  |  |
| **Total** | | | $80,000.00 | $13,500.00 | **$12,500.00** | $54,000.00 |

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| --- | --- | --- | --- | --- |
| **Payment Instructions & Terms** | |  |  | |
| Payment due date |  |  | **Total scheduled value** *Sum of “Scheduled value” column* | $80,000.00 |
| Accepted payment methods |  |  | **Total previously billed** *Sum of “Previously billed” column* | $13,500.00 |
| Late payment policy |  |  | **Total payment due this invoice**  *Sum of “Current payment due” column* | **$12,500.00** |
| Retention clause |  |  | **Remaining balance on contract** *Sum of “Remaining balance” column* | $54,000.00 |

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| --- | --- | --- | --- | --- |
| Client/Owner Signature | Date |  | Authorized Contractor 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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