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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+Time+and+Materials+Invoice-word-12357&lpa=General+Contractor+Time+and+Materials+Invoice+word+12357)Microsoft Word General  Contractor Time and Materials  Invoice Template** | | | | | | | | | | | | | | | | |
| **Your Logo** | | | | | | | | | | |  | **INVOICE** | | | | |
| Company Name | | | | |  |  |  | | |  | | |  | |  |  |
| Address | Street, City, State ZIP | | | | | | |  | Date of Invoice | | | | |  | | |
| Phone | (000) 000-0000 | | | | | | |  | Invoice No. | | | | |  | | |
| Email |  | | | | | | |  | Date of Work Beginning | | | | |  | | |
| Website |  | | | | | | |  | Date of Work Ending | | | | |  | | |
| Client | |  |  |  |  |  |  | | |  | | |  | |  |  |
| ATTN | Name/Dept. | | | | | | |  | **Payment Terms & Method** | | | | | | | |
| Company name |  | | | | | | |  | Payment due by | | | | |  | | |
| Address | Street, City, State ZIP | | | | | | |  | Payable to | | | | |  | | |
| Phone | (000) 000-0000 | | | | | | |  | Late payment policy | | | | |  | | |
| Email |  | | | | | | |  | Payment method | | | | | Bank transfer / Check / Credit card | | |
| Job site location field |  | | | | | | |  |

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| --- | --- |
| Description of work |  |

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| --- | --- | --- | --- | --- | --- |
| **Qty** | **Material** | **Supplier Name** | **Unit Type** | **Rate** | **Total** |
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| **Total Materials** | | | | |  |

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| --- | --- | --- | --- | --- |
| **Labor** | **Labor Category** | **Hours** | **Rate** | **Amount** |
|  |  |  |  |  |
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| **Total Labor** | | | |  |

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| --- | --- | --- | --- | --- |
| **Discounts And Adjustments** | |  | **Additional Costs** | |
| Early payment |  |  | Permits |  |
| Referral discount |  |  | Fees |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total Discounts and Adjustments** |  |  | **Total Additional Costs** |  |

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| --- | --- | --- | --- | --- |
| **Miscellaneous Charges** | |  | **Total Materials** |  |
|  |  |  | **Total Labor** |  |
|  |  |  | **Total Miscellaneous** |  |
|  |  |  | **Total Additional Costs** |  |
|  |  |  | **Total Discounts and Adjustments** |  |
| **Total Miscellaneous** |  |  | **Subtotal** |  |
|  |  |  | **Tax Rate** |  |
|  | |  | **Total Tax** |  |
|  | |  | **Total** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Customer Signature | Date |  | Authorized Signature | Date |
|  |  |  |  |  |
|  |

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

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