

# Free Printable Construction Invoice Template

Example on page 2.

A blank Invoice Template  
can be found on page 3.



EXAMPLE Blank Invoice can be found on the next page.

YOUR LOGO

INVOICE

Company Name  
123 Main Street  
Hamilton, OH 44416  
(321) 456-7890  
Email Address

CLIENT

ATTN: Name / Dept  
Company Name  
123 Main Street  
Hamilton, OH 44416  
(321) 456-7890  
Email Address

QTY	MATERIAL	RATE	TOTAL
5	Marking of foundation layout at site	200.00	1,000.00
4	Earth excavation up to the required depth by machine	150.00	600.00
2	Earth excavation and levelling of soil by hand-operated tools	125.00	250.00
15	Placing of PCC	78.00	1,170.00
30	Placement of reinforcement steel	165.00	4,950.00
34	Erection of concrete formworks for footings	230.00	7,820.00
TOTAL MATERIALS			\$ 15,790.00
MISCELLANEOUS CHARGES			
Transportation of materials			430.00
Consultations with architect			760.00
TOTAL MISCELLANEOUS			\$ 1,190.00

CUSTOMER SIGNATURE	DATE
	00/00/0000
AUTHORIZED SIGNATURE	DATE
	00/00/0000

For questions concerning this invoice, please contact

Name, (321) 456-7890, Email Address

www.yourwebaddress.com

DATE OF INVOICE	INVOICE NO.
02/15/20XX	10001
DATE OF WORK	
DATE BEGINNING	DATE ENDING
01/15/20XX	02/15/20XX
PAYMENT DUE BY:	03/15/20XX
PAYABLE TO:	Company Name / Account

DESCRIPTION OF WORK			
LABOR	HOURS	RATE	AMOUNT
Marking of foundation layout at site	30.0	60.00	1,800.00
Earth excavation up to the required depth by machine	23.0	60.00	1,380.00
Earth excavation and levelling of soil by hand-operated tools	19.0	60.00	1,140.00
Placing of PCC	35.0	60.00	2,100.00
Placement of reinforcement steel	76.0	60.00	4,560.00
Erection of concrete formworks for footings	53.0	60.00	3,180.00
TOTAL LABOR			\$ 14,160.00

TOTAL MATERIALS	\$ 15,790.00
TOTAL LABOR	\$ 14,160.00
TOTAL MISCELLANEOUS	\$ 1,190.00
SUBTOTAL	\$ 31,140.00
TAX RATE	3.80%
TOTAL TAX	\$ 1,183.32
TOTAL	\$ 32,323.32

# INVOICE

CLIENT

DATE OF INVOICE

INVOICE NO.

DATE OF WORK

DATE BEGINNING

DATE ENDING

PAYMENT DUE BY:

PAYABLE TO:

[illegible]

CUSTOMER SIGNATURE

DATE \_\_\_\_\_

AUTHORIZED SIGNATURE

DATE \_\_\_\_\_

*For questions concerning this invoice, please contact*

## DESCRIPTION OF WORK

LABOR	HOURS	RATE	AMOUNT
TOTAL LABOR			
MISCELLANEOUS CHARGES			
TOTAL MISCELLANEOUS			

TOTAL MATERIALS

TOTAL LABOR

**TOTAL MISCELLANEOUS**

**SUBTOTAL**

TAX RATE

**TOTAL TAX****TOTAL**

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