

General Contractor Time and Materials Invoice Template

INVOICE

Company Name

Address	
Phone	
Email	
Website	

Date of Invoice	
Invoice No.	
Date of Work Beginning	
Date of Work Ending	

Client

ATTN	
Company name	
Address	
Phone	
Email	
Job site location field	

Payment Terms & Method	
Payment due by	
Payable to	
Late payment policy	
Payment method	

Description of work	
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Qty	Material	Supplier Name	Unit Type	Rate	Total
Total Materials					

Labor	Labor Category	Hours	Rate	Amount
Total Labor				

Discounts And Adjustments	
Total Discounts and Adjustments	

Additional Costs	
Total Additional Costs	

Miscellaneous Charges	
Total Miscellaneous	

Total Materials	
Total Labor	
Total Miscellaneous	
Total Additional Costs	
Total Discounts and Adjustments	
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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