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| **General Contractor Time and Materials Invoice Template** |
| **Your Logo** |  | **INVOICE** |
| Company Name |  |  |  |  |  |  |  |
| Address |  |  | Date of Invoice |  |
| Phone |  |  | Invoice No.  |  |
| Email |  |  | Date of Work Beginning |  |
| Website |  |  | Date of Work Ending |  |
| Client |  |  |  |  |  |  |  |  |  |  |
| ATTN |  |  | **Payment Terms & Method** |
| Company name |  |  | Payment due by |  |
| Address |  |  | Payable to |  |
| Phone |  |  | Late payment policy |  |
| Email |  |  | Payment method |  |
| Job site location field |  |  |

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

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

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

|  |  |  |
| --- | --- | --- |
| **Discounts And Adjustments** |  | **Additional Costs** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total Discounts and Adjustments** |  |  | **Total Additional Costs** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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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