

# CONSTRUCTION INVOICE

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## From (Your Business)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Bill To (Client)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Invoice #: \_\_\_\_\_

Invoice Date: \_\_\_\_\_

Due Date: \_\_\_\_\_

Payment Terms:

Net 30

Description	Qty	Rate	Amount
<i>e.g. Demolition &amp; site preparation</i>	1	\$1,200.00	
<i>e.g. Framing labor (per hour)</i>	40	\$65.00	
<i>e.g. Materials — lumber, fasteners, hardware</i>	1	\$2,400.00	
<i>e.g. Subcontractor — electrical rough-in</i>	1	\$1,800.00	

Subtotal \_\_\_\_\_

Tax ( % ) \_\_\_\_\_

**TOTAL** \_\_\_\_\_

## Notes / Payment Instructions

*Tip: Reference the contract or change-order number on each line item to avoid payment disputes on larger jobs.*

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