

Your Business Name

INVOICE

123 Your Street, City, State ZIP · you@business.com · (555) 123-4567

FROM

BILL TO

Invoice #	Invoice date	Due date	Payment terms

SCHEDULE OF VALUES

DESCRIPTION OF WORK	CONTRACT VALUE	% COMPLETE	PREVIOUSLY BILLED	THIS PERIOD
<i>e.g. Site preparation & excavation</i>	\$12,000.00	100%	\$12,000.00	\$0.00
<i>Foundation & concrete</i>	\$28,000.00	75%	\$14,000.00	\$7,000.00
<i>Framing & rough carpentry</i>	\$34,000.00	40%	\$0.00	\$13,600.00

Total completed this period	\$20,600.00
Retainage withheld (10%)	– \$2,060.00
Tax rate (%)	0.00 %
Tax	\$0.00

TOTAL DUE \$18,540.00

NOTES
