

INVOICE

[Subcontractor Name]
[Business Address]
[City, State, Zip]
[Email / Phone]

INVOICE NUMBER [000]
DATE [MM/DD/YYYY]
PROJECT CODE [Project ID]

BILL TO: [Prime Contractor Name]
[Client Company Name]
[Address Line 1]
[City, State, Zip]
PROJECT DETAILS: [Project Name]
[Site Location]
[Contract Reference Number]

Service Description	Quantity / Hours	Rate	Amount
[Service rendered or milestone achieved]	0.00	\$0.00	\$0.00
[Materials or reimbursable expenses]	0.00	\$0.00	\$0.00

Subtotal \$0.00
Tax (0%) \$0.00
Total Due \$0.00

PAYMENT TERMS & INSTRUCTIONS:

Please make checks payable to: **[Payee Name]**

Bank Transfer: [Bank Name] | Acc: [Number] | Routing: [Number]

Payment Due Date: [MM/DD/YYYY]