

# CONSTRUCTION INVOICE

**Contractor:** [Company Name]  
[License Number]  
[Address Line 1]  
[City, State, Zip]

**Invoice #:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Due Date:** \_\_\_\_\_

**Client / Institution:**  
[Educational Institution Name]  
[Department/Campus Division]  
[Billing Address]

**Campus Project Manager:**  
[Name]  
[Contact Information]

**Project Site:** [Building Name / Campus Zone]  
**Contract Reference:** [PO # or Contract ID]  
**Phase/Milestone:** [e.g., Foundation, Framing, Interior Finishes]

Description of Work / Materials	Qty / Hrs	Unit Price	Total
[Labor/Trade Description]			
[Material/Supply Description]			
[Equipment Rental/Usage]			

Description of Work / Materials	Qty / Hrs	Unit Price	Total
---------------------------------	-----------	------------	-------

[Subcontractor Fees]

---

Subtotal: \$ 0.00

Retention (\_\_\_\_ %): (\$ 0.00)

Tax: \$ 0.00

---

**Amount Due: \$ 0.00**

---

**Payment Instructions:**

Please make checks payable to [Company Name]. For ACH transfers, use Account: [Number] Routing: [Number].

**Notes:** All work performed per architectural specifications and campus building codes.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_