

COMMERCIAL CARPENTRY INVOICE

[Company Name]
[Address Line 1]
[City, State, Zip]
[Phone / Email]

Invoice #: _____
Date: _____
Project #: _____

CLIENT / BILL TO:

[Client Name]
[Company Name]
[Billing Address]
[City, State, Zip]

JOB SITE LOCATION:

[Project Name]
[Site Address]
[Site Contact Name]

MATERIAL COSTS

DESCRIPTION (LUMBER, HARDWARE, FIXTURES)	QTY	UNIT PRICE	TOTAL

LABOR & INSTALLATION

DESCRIPTION OF SERVICE / TRADE PHASE	HOURS	RATE	TOTAL

Material Subtotal: \$ _____

Labor Subtotal: \$ _____

Tax/Other: \$ _____

TOTAL DUE: \$ _____

Notes / Terms:

Payment is due within [XX] days. Please make checks payable to [Company Name].

Late payments may be subject to a [X%] monthly finance charge.

Authorized Signature