

SUBCONTRACTOR INVOICE

[Subcontractor Name]
[Address Line 1]
[City, State, Zip]

Invoice #: [0000]
Date: [MM/DD/YYYY]
Original Work Date: [MM/DD/YYYY]

LATE BILLING NOTICE: This invoice reflects services rendered outside of the standard [30/60/90] day billing cycle.

Bill To:

[General Contractor/Company Name]
[Project Manager Name]
[Address Line 1]
[City, State, Zip]

Project Details:

Project Name: [Project Name]
Contract #: [Contract Number]
PO #: [Purchase Order Number]

Description of Work/Materials	Completion Date	Qty/Hrs	Rate	Amount
[Detailed Description of Deliverables]	[MM/DD/YY]	[0.00]	[\$[0.00]]	[\$[0.00]]
[Detailed Description of Deliverables]	[MM/DD/YY]	[0.00]	[\$[0.00]]	[\$[0.00]]

Subtotal: \$[0.00]

Late Filing Penalty: - \$[0.00]

Total Due: \$[0.00]

Payment Terms: [Net 30/On Receipt]

Notes: [Reason for late submission or additional instructions]