Contractor invoice

Illustrative completed example · USD where amounts are shown

Business / contact	Your business
Bill to / project	Sample customer · Example job
Invoice number	INV-001
Invoice date	14 October 2026
Payment due	28 October 2026
Currency	USD
Payment instructions	Use the agreed payment method and include the invoice reference.
Work / service date	13 October 2026

Work / material	Qty / unit	Rate	Taxable?	Amount
Agreed repair work	1 job	420.00	Yes	420.00
Materials supplied	1 lot	180.00	Yes	180.00
Approved additional work	2 hours	60.00	Yes	120.00

Subtotal	720.00
Tax (0%)	0.00
Total	720.00
Payments received	100.00
Balance due	620.00

Illustrative USD example. Replace all business details, service dates, prices and tax treatment. The workbook starts with a blank invoice and includes a separate completed example. Apply tax only to marked lines. The example uses 0% tax for illustration, not as a recommendation.

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