YOUR LOGO

Your Company Name

Trading name · Tax ID · Licence no. (if required)

Address · Phone · Email

TIME & MATERIALS

Invoice no.	INV-1047
Date	3 Aug 2026
Payment due	Net 14
Contract / PO	HC-0000
Period	1–31 July 2026

BILL TO

Client	Harding Constructions	Attention	
Billing address		Project	Willow St Townhouses — Lot 4
Site address	22 Willow St	Contract / PO	HC-2261

LINE ITEMS

DESCRIPTION	RATE / UNIT PRICE	HOURS / QTY	TOTAL
LABOUR			
Carpenter — framing	$68.00	42.00	$2,856.00
Apprentice	$41.00	42.00	$1,722.00
MATERIALS			
Structural pine 90x45	$8.40	120.00	$1,008.00
Fixings & brackets	$210.00	1.00	$210.00
EQUIPMENT			
Scaffold hire (weekly)	$320.00	2.00	$640.00

PAYMENT

Bank / account	
Accepted methods	
Late payment terms	

Total Labour	**$4,578.00**
Total Materials	**$1,218.00**
Total Equipment	**$640.00**
Subtotal	**$6,436.00**
Tax (10%)	**$643.60**

AMOUNT DUE THIS INVOICE **$7,079.60**

CONTRACTOR SIGNATURE · DATE

CLIENT / SUPERINTENDENT SIGNATURE · DATE

DISCLAIMER

This template is provided for general reference only. Invosmith does not provide accounting, tax or legal advice, and nothing in this document is a substitute for advice from your own qualified adviser.

Requirements for contractor licence numbers, sales tax, GST or VAT treatment, retainage limits and statutory progress-payment rights vary by country, state and contract. Confirm what applies to your work and to the contract you are billing under before you issue an invoice.

The figures shown in the completed example are illustrative and do not represent typical or recommended amounts.
