Sample invoice — for reference only

Your Business Name

hello@yourbusiness.com | (555) 123-4567 | 100 Sunny Ave, Anytown, CA 90001 | License #CA-CGC-000000

INVOICE

Invoice #: **2026-018**
Invoice date: July 22, 2026
Due date: August 21, 2026

Contract #2026-CR-018 (Kitchen remodel)

BILL TO

Sample Client
sample@example.com | (555) 987-6543
Project site: 123 Main Street, Anytown, CA 90001

Description	Hrs / Qty	Rate	Total
Framing labor General carpentry, 12 hours	12	$60.00	$720.00
Electrical rough-in labor Licensed electrician, 8 hours	8	$85.00	$680.00
Materials (lumber, hardware, drywall) With 15% markup disclosed in terms	1	$650.00	$650.00
Plumbing subcontractor pass-through As-invoiced, no additional markup	1	$1,200.00	$1,200.00
Extra outlet (change order #1) Client approved 2026-07-15	1	$180.00	$180.00
Trip and disposal fee Service call and waste haul	1	$125.00	$125.00

Subtotal	**$3,555.00**
Tax	**$248.85 (7% if applicable)**
Retention	**-$190.19 (5% if contract requires)**
Total due	**$3,613.66**

PAYMENT TERMS

Net 30. Payable by bank transfer, ACH, Zelle, check, or third-party card processor.

NOTES

Progress bill 3 of 5. Change order #1 approved 2026-07-15. Materials markup disclosed at 15%. Retention holdback applied per contract.

Thank you for your business.

Example only. Line item pricing varies by market, job scope, and business. Confirm your own pricing before quoting a client. Confirm your local sales tax rules and rate before adding tax to an invoice. Retention holdback shown as illustrative only, apply only if your contract or state requires it.

[Business name]

[email] | [phone] | [business address] | License [# if required]

INVOICE

Invoice #: ________________

Invoice date: ____________

Due date: ____________

Contract / project #: ______________________

BILL TO

[Client name]

[client email or phone]

Project site: [job site address]

Description	Hrs / Qty	Rate	Total

Subtotal	
Tax	
Retention	
Total due	

PAYMENT TERMS

[e.g. Net 30, Net 15, Due on receipt]

NOTES

[Progress bill #, change order references, materials markup %, retention terms if any]

Thank you for your business.