Construction invoice example

Fictional example | USD

Invoice reference: INV-EXAMPLE-01

Project reference: REPAIR-EXAMPLE-01

Business: Example Repair Co. (fictional)

Client / job: Fictional repair, no address

Issue date: 10/27/2026 Due date: _____

Billing period: Completed work

Work / reference and description	Qty	Unit price	Tax 1/0	Amount
Labor - verified repair work	12	$100.00	0	$1,200.00
Materials - reviewed materials	1	$600.00	1	$600.00
CO-01 - approved extra work	1	$200.00	0	$200.00

Subtotal	$2,000.00
Tax rate	0.00%
Tax on flagged lines	$0.00
Total billed	$2,000.00
Payments received	$500.00
Remaining balance	**$1,500.00**

Original ContractorRegGuide template. No signup required.
PDF is a print reference; use the XLSX version for automatic calculations.
Quantity x unit price = line amount, rounded to cents. Total = subtotal + tax.
Balance = total billed minus payments received. Review credits / overpayments.
Set the applicable tax rate and each used line's taxable flag (1 or 0).
Example assumes 0% tax; it does not set your project's tax or billing rules.
Use agreed work and approved changes. Keep receipts and payment records separately.