

# INVOICE

Invoice No: \_\_\_\_\_

Date: \_\_\_\_\_

Due Date: \_\_\_\_\_

Contract Ref: \_\_\_\_\_

**CLIENT / BILL TO**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTRACTOR / BILL FROM**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF SERVICES	HOURS / QTY	RATE	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Subtotal** \_\_\_\_\_

**Tax / VAT** \_\_\_\_\_

**Total Due** \_\_\_\_\_

**Payment Terms & Instructions**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
CONTRACTOR SIGNATURE

\_\_\_\_\_  
CLIENT ACCEPTANCE SIGNATURE