Construction invoice template

Project _____ **Job no.** _____ **Prepared by** _____ **Date** _____ **Page** _____

Item	Description	Scheduled value	Previously completed	This period	Completed to date	% complete	Retainage %	Retainage	Previous invoices (net)	Amount due

▾ pick one of the listed options · shaded columns are calculated (the Excel version fills them in for you)

Filled-in example

Every example row as it reads once complete. Use it as a sample to check your own against.

Item	Description	Scheduled value	Previously completed	This period	Completed to date	% complete	Retainage %	Retainage	Previous invoices (net)	Amount due
1	*Underground & sleeves*	*$38,000*	*$38,000*	*$0*	*$38,000*	*100.0%*	*10*	*$3,800*	*$34,200*	*$0*
2	*Rough-in*	*$92,000*	*$36,800*	*$27,600*	*$64,400*	*70.0%*	*10*	*$6,440*	*$33,120*	*$24,840*

How to fill it in