

Excel Construction Invoice Form Sample

This **Excel construction invoice form** sample is designed specifically for small businesses, providing a clear and professional template to streamline billing. It includes essential fields for project details, labor, materials, and payment terms, ensuring accurate and efficient invoicing. Using this format helps maintain organized financial records and improves cash flow management.

CONSTRUCTION INVOICE			
Company Name:		[Your Company Name]	
Invoice #:	[Auto Number]	Date:	[YYYY-MM-DD]
Bill To:	[Client Name & Address]		
Project Name:	[Project Title/Description]		
Project Address:	[Project Location]		
Labor			
Description	Hours	Rate	Amount
[Description of Work]	[Number]	[Rate per Hour]	[Amount]
Materials			
Description	Quantity	Unit Cost	Amount
[Material Name]	[Qty]	[Cost per Unit]	[Amount]
Subtotal:			[Subtotal]
Tax (%):			[Tax]
Total Due:			[TOTAL]
Payment Terms: [Due Date / Payment Instructions]			
Notes: [Additional Information / Thank You]			

Tip: Copy and paste this structure into Excel, then enter your actual business and project details to create professional invoices for your construction business.