

Contractor Invoice

Contractor: _____

Client: _____

Invoice Number: _____

Date: _____

Description of Work	Hours	Rate	Amount
Example: Website Development	40	\$50	\$2,000
		Subtotal:	\$2,000
		Tax:	\$0
		Total Due:	\$2,000

Late Fee Policy:

Payment is due within 30 days of the invoice date. Any payment not received within this period will be subject to a late fee of 2% per month on the outstanding balance. Work may be suspended until payment is received. Thank you for your prompt attention to this invoice.

Contractor Signature: _____ Date: _____

Client Signature: _____ Date: _____