YOUR COMPANY NAME HERE
123 Main Street
YOUR TOWN, STATE and ZIP

Phone 123-4567

JOB INVOICE

1001

PHONE	DATE OF ORDER
ORDER TAKEN BY	CUSTOMER'S ORDER NUMBER
☐ DAY WORK ☐ CONTRACT ☐ EXTRA	
JOB NAME NUMBER	
JOB LOCATION	
JOB PHONE	STARTING DATE

TO

TERMS:

QTY.	MATERIAL	PRICE	AMOUNT	DESCRIPTION OF WORK

SAMPLE

OTHER CHARGES	
TOTAL OTHER	

LABOR	HRS.	RATE	AMOUNT
TOTAL LABOR			

DATE COMPLETED

TOTAL MATERIALS	
TOTAL OTHER	
TAX	
TOTAL	

Thank You

Work ordered by

Signature

I hereby acknowledge the satisfactory completion of the above described work.