INVOICE

[Your Business Name]
[Street address]
[City, State ZIP]
[email@yourbusiness.com]
[(555) 555-0123]

BILL TO

[Client Name]
[Street address]
[City, State ZIP]
[client@email.com]

Invoice number:	PAY-03
Invoice date:	10/27/2026
Due date:	11/26/2026
Terms:	Net 30
Project:	[Project address]
Contract no.:	[Contract number]
Period to:	[End date]

ITEM	AMOUNT
Framing: 100% complete Scheduled value $42,000; previously billed $25,200	**$16,800.00**
Rough electrical: 60% complete Scheduled value $18,500	**$11,100.00**
Rough plumbing: 50% complete Scheduled value $16,000	**$8,000.00**
Change order #2: added window, approved [date]	**$4,200.00**
Less retainage, 10%	**-$4,010.00**

NOTES/MEMO

Pay application 3, work through [date]. Contract sum $186,000.00; change orders to date $4,200.00. 10% retainage withheld until substantial completion.

Subtotal:	$36,090.00
Amount due:	**$36,090.00**