

Contractor Name
 Company Name CA Contractor License #
 Business Address
 Phone: (###) ###-####
 Fax: (###) ###-####
 Email: name@domain.com
 Website: www.site.com

Sample Invoice

Date [Enter a date]

Invoice # [100]

Date Work Performed [Start date/ End date]

TO
 Homeowner
 Mailing Address
 Phone Number

FOR:
 Seismic Retrofit of House at:
 Physical Location of House

Salesperson	Job	Payment Terms	Due Date

Materials and Equipment			
Materials	Plywood or Oriented Strand Board Sheathing (Number of Sheets and per unit cost)		
	Lumber (2x studs, sills, and blocking)		
	Nails and fasteners		
	Hardware (framing clips and foundation anchors)		
	Anchor bolts (including nuts and washers) Adhesive for Anchor bolts (if required)		
Equipment	Rented specifically for the project		
Subtotal			
Sales Tax			
Total Materials and Equipment			

Permit and Service Expenses:			
Permit Fee			
Labor	Hours, hourly rate and total		
Overhead and Profit			
Subtotal Permit and Service Expenses			
Subtotal Materials and Equipment			
Total			

Note: Any work not related to seismic retrofit must be a separate line item(s).

Thank you for your business!