

**Contractor Information**

Company Name

Address Line 1

Address Line 2

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Invoice Details**

Invoice No: \_\_\_\_\_

Date: \_\_\_\_\_

Due Date: \_\_\_\_\_

## Contractor Payment Invoice

**Billed To**

Client Company Name

Client Address Line 1

Client Address Line 2

Contact: \_\_\_\_\_

**Project / Service**

Project Name / Description

Reference / PO No.: \_\_\_\_\_

#	Description of Services	Hours/Qty	Rate	Amount
1				
2				
3				

Subtotal \_\_\_\_\_

Tax \_\_\_\_\_

**Total** \_\_\_\_\_**Payment Instructions**

Bank Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Other Notes: \_\_\_\_\_

Contractor Signature

Date: \_\_\_\_\_

Client Signature

Date: \_\_\_\_\_