

# Time and Materials Project Invoice

## From

Company Name  
Address Line 1  
Address Line 2  
City, State ZIP  
Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

## To

Client Name  
Client Address Line 1  
Client Address Line 2  
City, State ZIP  
Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

## Invoice Details

Invoice #: \_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Due: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Project: \_\_\_\_\_

## Labor

Description	Hours	Rate	Amount
[Labor Description]	____	\$____.____	\$____.____

## Materials

Description	Quantity	Unit Cost	Amount
[Material Description]	____	\$____.____	\$____.____

Subtotal	\$____.____
Tax	\$____.____
<b>Total Due</b>	<b>\$____.____</b>

## Notes

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Client Signature