

T&M INVOICE

Your company name

Address

Phone / email

Bill to

Client name

Client address

Invoice #

Date

Due date

Job / project

Labor

Date	Worker / task	Hours	Rate	Amount

Materials — at cost + markup

Date	Item / receipt	Cost	Markup %	Amount

Receipt photos attached: ☐ Yes ☐ No

Labor subtotal

Materials subtotal

TOTAL DUE

Payment terms: due within ____ days. Make checks payable to: _____