Construction Invoice Examples: Lump Sum, Progress Billing, Time and Materials

Three filled-in construction invoice examples from a made-up business, Ridgeline Build Co. Every number follows by arithmetic from the inputs shown. None is a market price. Not legal advice.

Invoice header

Business name	
Client name	
Job address	
Invoice number	
Issue date	
Due date	
Contract sum	

Line items

Example	
Line	
Quantity	
Unit	
Rate	
Amount	
Note	

Totals and terms

Deposit received	
Retainage held	
Amount due	
Payment terms	
Payment methods	

Line items

Example	Line	Quantity	Unit	Rate	Amount	Note
Lump sum	Deck rebuild, per contract	1	job	$8,400.00	$8,400.00	Contract price

Example	Line	Quantity	Unit	Rate	Amount	Note
Lump sum	Less deposit received	30	percent of contract	$84.00	$2,520.00	30 x $84.00
Lump sum	Balance due on completion	1	balance	$5,880.00	$5,880.00	$8,400.00 minus $2,520.00
Progress billing	Contract sum	1	job	$48,000.00	$48,000.00	As signed
Progress billing	Draw 3, rough-in complete	30	percent of contract	$480.00	$14,400.00	30 x $480.00
Progress billing	Less retainage held	10	percent of draw	$144.00	$1,440.00	10 x $144.00
Progress billing	Amount due this invoice	1	invoice	$12,960.00	$12,960.00	$14,400.00 minus $1,440.00
Progress billing	Billed to date	3	draws		$38,400.00	$9,600.00 + $14,400.00 + $14,400.00
Progress billing	Contract left to bill	1	balance	$9,600.00	$9,600.00	$48,000.00 minus $38,400.00
Time and materials	Lead carpenter labor	12	hours	$85.00	$1,020.00	Example rate, not a wage
Time and materials	Helper labor	12	hours	$55.00	$660.00	Example rate, not a wage
Time and materials	Materials at cost	1	lot	$742.50	$742.50	Receipts attached
Time and materials	Materials markup	15	percent of materials	$7.425	$111.38	15 x $7.425, rounded to the cent
Time and materials	Total due	1	invoice	$2,533.88	$2,533.88	$1,020.00 + $660.00 + $742.50 + $111.38

Terms example: due on receipt, net 15 or net 30. Set yours in your contract.

Payment methods: check, bank transfer, or a payment app handle. No card number field.

Retainage is a field, not a rule. Your contract sets whether you hold any, at what rate, and when it is released.

Ridgeline Build Co. and every client are made up. Not legal advice.

Free template from SimplyWise. simplywise.com