[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Carpenter invoice

Professional invoicing for carpenter work - clear line items, totals and payment terms.

Invoice number: _____

Invoice date: _____

Bill to: _____

Customer address: _____

Job site address: _____

Job reference: _____

Payment due: _____

Work carried out

Description	Qty	Unit price	Amount
Labour - [days] at [£ day rate]	[days]	[£ day rate]	[£ amount]
Timber - [spec, e.g. treated 4x2, 3.6m]	[qty]	[£ unit price]	[£ amount]
[Item, e.g. internal doors / skirting]	[qty]	[£ unit price]	[£ amount]
Fixings and consumables	1	[£ amount]	[£ amount]

Totals

Subtotal: _____

VAT (if applicable): _____

Total due: _____

Payment details

Pay to: _____

Payment terms: _____

Sign-off

Name: _____ **Signature:** _____ **Date:** _____