

EXAMPLE INVOICE as requested by Beachwood Builders

In an effort to streamline the INVOICE / PAYMENT process we ask that you follow the format in our INVOICE example, including all the information requested on each invoice submitted. This will help speed the process and put your invoice at the "front of the line"

Company Info REQUIRED

Your Company Name

123 Maple Drive  
Somewhere, CA 91234  
818.887.2345 Office  
818.301.4567 Cell  
818.506.7890 Fax  
compay@domain.com



Every invoice needs a unique number so we can note this on your check to avoid you wondering what amounts have been sent (multiple invoice payments.)

Every Invoice needs the JOB INFO

Job: The Latest Residence  
5432 Overthere St.  
Money Town, CA 90210

INVOICE NUMBER: 3456-023

Always note the CONTRACT for which you are requesting payment

Original Contract # 12345		ALWAYS show the original amount
Description: this and that		
	Amount	\$ 12,450.00
Change orders to date:	Note ANY Change Orders	
More of this	as SEPARATE from	\$ 1,234.00
More of that	and added to the original amount	\$ 879.00
	Total to date	\$ 14,563.00
	Payments received	
	4/5/6	\$5,000.00
	Balance	\$ 9,563.00
Invoice Amount	The bottom line is ALWAYS the INVOICE AMOUNT that you are requesting	\$ 6,000.00

Show ANY payments and a current BALANCE

ALWAYS remember to bill just for the work completed