

Your business name

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INVOICE

SAMPLE-001

Issued Aug 13, 2026
Due Sep 12, 2026

BILL TO
1750 Contract Drive
Dallas, TX 75201
United States

PO NUMBER
P0-4402
CURRENCY
USD

DESCRIPTION	QTY	PRICE	TOTAL
Progress draw: framing complete, 30% of contract	1	\$9,000.00	\$9,000.00
Change order: upgraded exterior doors	1	\$1,850.00	\$1,850.00
Retainage held (10%)	1	-\$900.00	-\$900.00
Subtotal			\$9,950.00
Total Due			\$9,950.00

Net 30. Progress draw against the schedule of values, with 10% retainage held until final completion. Late balances accrue 1.5% per month.