**[](https://www.smartsheet.com/try-it?trp=11304&utm_source=integrated+content&utm_campaign=/content/receipt-templates-microsoft-word&utm_medium=Construction+Receipt+doc+11304&lpa=Construction+Receipt+doc+11304&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**

**CONSTRUCTION RECEIPT TEMPLATE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **YOUR LOGO** | | | | | | | RECEIPT | |
| Company Name 123 Main Street Hamilton, OH 44416 (321) 456-7890 Email Address | | | |  | DATE OF INVOICE | | INVOICE NO. | |
|  |  | |  | |
|  |
|  | DATE OF WORK | | | |
|  | DATE BEGINNING | | DATE ENDING | |
|  |  |  |  |  |  | |  | |
| CLIENT | |  |  |  |
| ATTN: Name / Dept Company Name 123 Main Street Hamilton, OH 44416 (321) 456-7890 Email Address | | | |  |  |  |  |  |
|  | PAYMENT DUE BY: | |  | |
|  |
|  |  |  |  |  |
|  | PAYABLE TO: |  | | |
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|  |  |  |  |  |  |  |  |  |
| **QTY** | **MATERIAL** | **RATE** | **TOTAL** |  | **DESCRIPTION OF WORK** | | | |
|  |  |  |  |  |  | | | |
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|  |  |  |  |  |
|  | **LABOR** | **HOURS** | **RATE** | **AMOUNT** |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  | **TOTAL LABOR** | | |  |
|  | **MISCELLANEOUS CHARGES** | | | |
|  |  |  |  |  |  | | |  |
|  |  | | |  |
|  |  |  |  |  |  | | |  |
|  |  | | |  |
| **TOTAL MATERIALS** | | |  |  | **TOTAL MISCELLANEOUS** | | |  |
| CUSTOMER SIGNATURE | | | DATE |  |  |  |  |  |
|  | | |  |  | **TOTAL MATERIALS** | | |  |
|  | **TOTAL LABOR** | | |  |
| AUTHORIZED SIGNATURE | | | DATE |  | **TOTAL MISCELLANEOUS** | | |  |
|  | | |  |  | **SUBTOTAL** | | |  |
|  | **TAX RATE** | | |  |
| *For questions concerning this invoice, please contact* | | | |  | **TOTAL TAX** | | |  |
| Name, (321) 456-7890, Email Address | | | |  | **TOTAL** | | |  |

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