

# CONSTRUCTION RECEIPT

Individual/Company Name: \_\_\_\_\_

License Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Date: \_\_\_\_\_

Receipt #: \_\_\_\_\_

## Client Information

Name: \_\_\_\_\_ Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

## Description of Services

Services Rendered: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**Project Rate:** \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**Additional Expenses (receipts attached):** \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Description of Additional Expenses: \_\_\_\_\_

\_\_\_\_\_

**Subtotal:** \_\_\_\_\_

**Tax Rate:** \_\_\_\_\_

**Total Tax:** \_\_\_\_\_

**Amount Due:** \_\_\_\_\_

## Summary of Charge

The aforementioned Client paid the total amount of \_\_\_\_\_ Dollars

(\$ \_\_\_\_\_) in the form of (check one)  Cash  Credit (No. \_\_\_\_\_)

Check (No. \_\_\_\_\_)  Other: \_\_\_\_\_.

**Authorized Signature** \_\_\_\_\_

