INVOICE

Scaffolder

FROM (NAME, ADDRESS, UTR, VAT NO. IF REGISTERED)

INVOICE DETAILS

Invoice no.

Date

Tax point

Payment due

Week ending

TO (CUSTOMER OR CONTRACTOR)

SITE / JOB REFERENCE

Labour: description	Qty	Rate	Amount
e.g. Erect and dismantle, elevation, as quote ref			
e.g. Hire: weeks and dates (weeks × weekly rate)			
e.g. Adaptations: what was changed and who asked			
e.g. Fittings hired in from a supplier for this job (at cost)			

Materials, consumables, plant hired in: description (at cost)	Qty	Cost each	Amount

Labour total	
Materials, consumables and plant hire (at cost)	
Subtotal	
VAT at ____ % (or reverse charge)	
Invoice total	
Less CIS deduction ____ % of labour (20% registered, 30% not, 0% gross)	
Amount payable	

PAYMENT DETAILS AND TERMS

Account name _____ Sort code _____ Account no. _____

Payment terms _____

On a scaffolder invoice

- Hire, erect and dismantle under one contract is all within CIS. Hire with no labour is outside it.
- Kit you own can't be treated as materials. Only kit you hired in from a third party for the job can.
- VAT registered and working for a VAT and CIS-registered builder? The reverse charge usually applies.

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INVOICE

EXAMPLE

FROM

L. Scaffolding
12 High Street, Anytown AB1 2CD
UTR 1234567890
VAT no. GB 123 4567 89

INVOICE DETAILS

Invoice no.	**00042**
Date	**23/10/2026**
Tax point	**23/10/2026**
Payment due	**06/11/2026**
Week ending	**23/10/2026**

TO (CONTRACTOR)

Example Builders Ltd
1 Site Road, Anytown

SITE / JOB REFERENCE

22 Park Road, rear elevation

Labour: description	Qty	Rate	Amount
Erect and dismantle, rear elevation, as quote Q-118	1	£1,650.00	£1,650.00
Hire, weeks 1 to 4	4 weeks	£90.00	£360.00
Adaptation: extra lift for roofer, requested by site manager	1	£175.00	£175.00

Materials, consumables, plant hired in (at cost)	Qty	Cost each	Amount
None on this job			

Labour total	£2,185.00
Materials, consumables and plant hire (at cost)	£0.00
Subtotal	£2,185.00
VAT: reverse charge, customer to pay the VAT to HMRC (£437.00 at 20%, not added)	£0.00
Invoice total	**£2,185.00**
Less CIS deduction 20% of labour (£2,185.00)	-£437.00
Amount payable	**£1,748.00**

How the CIS deduction works here

- The scaffolder owns all the kit, so the whole net total is subject to CIS. CIS is taken from the labour only (£2,185.00), not from VAT or the £0.00 of materials, consumables and plant hire you paid for.
- Registered for CIS (20%): deduction £437.00, you're paid £1,748.00.
- Not registered (30%): deduction £655.50, you're paid £1,529.50.
- Gross payment status (0%): no deduction, you're paid £2,185.00.
- The deduction counts towards your own tax and National Insurance; it isn't an extra cost.

Figures are an illustration that matches the worked example at billmyweek.com/guides/scaffolder-invoice-template. Guidance only, not tax advice.