INVOICE

Tiler

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. Wall tiling, room / flat (m² × rate)			
e.g. Floor tiling, room / flat (m² × rate)			
e.g. Day work: stripping, boarding out (days × day rate)			
e.g. Fixed price for a room, as quoted			

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 tiler invoice

- Say which rooms and the m² for each line, and keep wall and floor rates separate.
- Tiles the contractor supplied don't go on your invoice. Adhesive, grout and trims you bought go under materials.
- Day work needs the date and who authorised it.

INVOICE

EXAMPLE

FROM

K. Tiler
12 High Street, Anytown AB1 2CD
UTR 1234567890

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 Refurbishments Ltd
1 Site Road, Anytown

SITE / JOB REFERENCE

Flats 3 and 4, bathrooms

Labour: description	Qty	Rate	Amount
Wall tiling, flats 3 and 4 bathrooms	36 m²	£28.00	£1,008.00
Floor tiling, flats 3 and 4 bathrooms	12 m²	£30.00	£360.00
Day work: strip old tiles and board out, flat 4 (authorised by site manager)	1 day	£210.00	£210.00

Materials, consumables, plant hired in (at cost)	Qty	Cost each	Amount
Adhesive, grout and trims (receipts attached)	1	£118.60	£118.60

Labour total	£1,578.00
Materials, consumables and plant hire (at cost)	£118.60
Subtotal	£1,696.60
VAT (not VAT registered)	£0.00
Invoice total	**£1,696.60**
Less CIS deduction 20% of labour (£1,578.00)	-£315.60
Amount payable	**£1,381.00**

How the CIS deduction works here

- CIS is taken from the labour only (£1,578.00), not from VAT or the £118.60 of materials, consumables and plant hire you paid for.
- Registered for CIS (20%): deduction £315.60, you're paid £1,381.00.
- Not registered (30%): deduction £473.40, you're paid £1,223.20.
- Gross payment status (0%): no deduction, you're paid £1,696.60.
- 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/tiler-invoice-template. Guidance only, not tax advice.