

PROGRESS INVOICE

Invoice #: _____

Date: _____

[Company Name]

[Address Line 1]

[Address Line 2]

[Email/Phone]

BILL TO:

[Client Name]

[Client Address]

[Project Reference]

PROJECT DETAILS:

Project Name: _____

Period Ending: _____

Contract Total: \$ _____

Description of Work Completed	Total Budget	Prev. %	Curr. %	Amount
[Phase 1 Task Detail]	\$	%	%	\$
[Phase 2 Task Detail]	\$	%	%	\$
[Phase 3 Task Detail]	\$	%	%	\$
Current Work Subtotal				\$

Total Contract Value: \$ _____

Total Completed to Date: \$ _____

Less Previous Billing: (\$ _____)

Less Retainage (____%): (\$ _____)

NET AMOUNT DUE: \$ _____

NOTES & PAYMENT INSTRUCTIONS:

Please make checks payable to [Company Name]. Payments are due within [X] days of invoice date. Progress based on documented site milestones and inspection reports.