

# PROGRESS BILLING

**Contractor:** [Company Name]

[Address Line 1]

[City, State, Zip]

**Invoice #:** \_\_\_\_\_

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

**Period Ending:** \_\_\_\_\_

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**Client / Owner:**

[Client Name]

[Department/Agency]

[Address]

**Project Details:**

Project Name: [Infrastructure Project Title]

Contract No: [Number]

Application No: [Number]

Description of Work / Item #	Scheduled Value	% Complete	Total Earned	Previous Billing	Current Due
Site Preparation & Excavation	\$	%	\$	\$	\$
Substructure / Foundation	\$	%	\$	\$	\$
Materials On-Site (Stored)	\$	%	\$	\$	\$
Utilities & Drainage	\$	%	\$	\$	\$

Total Completed to Date: \$ \_\_\_\_\_

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Less Retainage ([ \_\_\_\_\_ ]%) (\$ \_\_\_\_\_)

Total Earned Less Retainage: \$ \_\_\_\_\_

Less Previous Certificates: (\$ \_\_\_\_\_)

**CURRENT PAYMENT DUE:** \$ \_\_\_\_\_

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Contractor Representative Signature

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Project Manager / Engineer Approval

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**Note:** Payment is due within [Number] days. Late payments are subject to terms specified in the Master Construction Agreement.