

PROJECT PROGRESS INVOICE

[Company Name]
[Street Address]
[City, State, Zip]

Invoice #: [00000]
Date: [Date]
Due Date: [Date]

BILL TO

[Client Name]
[Client Company]
[Street Address]
[City, State, Zip]

PROJECT DETAILS

Project Name: [Project Title]
Project ID: [Project #]
Contract Total: \$[0.00]

Task / Milestone Description	Total Value	Prior Progress	Current %	Amount Due
[Milestone Name or Phase 1 Description] [Details regarding scope completed]	\$[0.00]	0%	[0]%	\$[0.00]
[Milestone Name or Phase 2 Description] [Details regarding scope completed]	\$[0.00]	0%	[0]%	\$[0.00]
Subtotal:				\$[0.00]

Retainage ([0]%):	(\$[0.00])
Tax:	\$(0.00)
Total Due:	\$(0.00)

NOTES & PAYMENT INSTRUCTIONS

Please include invoice number on your check. Wire transfer details: [Bank Name] | SWIFT: [Code] | Account: [Number].