

INTERIM INVOICE

[Firm Name]
[Address Line 1]
[City, State, Zip]

Invoice #: [0000]
Date: [Date]
Project ID: [Project #]

CLIENT / BILLING TO **[Client Name]**
[Company Name]
[Client Address]
[City, State, Zip]
PROJECT DESCRIPTION **[Project Name]**
[Project Site Address]
[Phase Name, e.g., Schematic Design]

| PHASE / SERVICE DESCRIPTION | % COMPLETE | CONTRACT VALUE | AMOUNT DUE |
|---------------------------------------------------------------------|---------------|-------------------|---------------|
| [Phase Name] [Detailed breakdown of tasks completed this period] | [00]% | [0.00] | [0.00] |
| Reimbursable Expenses [Printing, Travel, Postage] | - | - | [0.00] |

Subtotal: [0.00]
Tax: [0.00]
Less Previous Payments: ([0.00])
Current Amount Due: \$[0.00]

PAYMENT TERMS

Net [30] days. Please make checks payable to [Firm Name].

Bank Wire Transfer: [Bank Name] | SWIFT: [Code] | Account: [Number]