

INTERIM PROGRESS INVOICE

Invoice #: _____
Date: _____

[Engineering Firm Name]
[Address Line 1]
[Address Line 2]
[Tax ID / Business Number]

CLIENT:
[Client Name]
[Client Billing Address]
[Project Contact Person]
PROJECT DETAILS:
Project Name: _____
Project ID: _____
Period Ending: _____

TASK / PHASE DESCRIPTION	CONTRACT AMOUNT	% COMPLETE (PREV)	% COMPLETE (CURR)	TOTAL EARNED
[Phase 1: e.g., Preliminary Design]	\$	%	%	\$
[Phase 2: e.g., Construction Docs]	\$	%	%	\$
[Phase 3: e.g., Site Inspection]	\$	%	%	\$
[Reimbursable Expenses]	\$	-	-	\$

Total Earned to \$
Date: _____

Less Previous Payments: _____ (\$)

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

**TOTAL
AMOUNT DUE:** _____ \$

Payment Terms: Net [30] Days. Please make checks payable to [Firm Name].

Project Manager Signature

Date signed