

PROGRESS PAYMENT INVOICE

Invoice #: [0000]
Date: [Date]

[Your Company Name]
[Street Address]
[City, State, Zip]
[Email/Phone]

BILL TO: [Client Name]
[Client Business Name]
[Address Line 1]
[Address Line 2]
PROJECT DETAILS: **Project:** [Project Name/ID]
Billing Period: [Start Date] - [End Date]
Payment Terms: [Net 30/Due on Receipt]

Work Description / Milestone	Hourly Rate	Hours	Line Total
[Task Description - Week 1]	[\$[0.00]]	[0.00]	[\$[0.00]]
[Task Description - Week 2]	[\$[0.00]]	[0.00]	[\$[0.00]]
[Task Description - Week 3]	[\$[0.00]]	[0.00]	[\$[0.00]]

Period Subtotal: \$[0.00]
Tax ([0] %): \$[0.00]
Previous Payments: -(\$[0.00])
Amount Due: \$[0.00]

PAYMENT INSTRUCTIONS: [Bank Name] | SWIFT/BIC: [Code] | Account: [Number]

Please include Invoice #[0000] as a reference with your payment.