

INVOICE

[Firm Name]
[Address Line 1]
[Email/Phone]

INVOICE NUMBER [000] DATE [DD/MM/YYYY]

CLIENT [Client Name]
[Client Address]
[Contact Detail]
PROJECT [Project Name/Reference]
[Project Location]

MILESTONE DESCRIPTION	FEE %	STATUS	AMOUNT
Schematic Design Final site plan and floor layouts	[15]%	Complete	[0.00]
Design Development Material selections and systems integration	[20]%	Current	[0.00]
Construction Documents Technical drawings and specifications	[40]%	Pending	[0.00]
Bidding & Negotiation Contractor selection assistance	[5]%	Pending	[0.00]
Construction Administration Site visits and project oversight	[20]%	Pending	[0.00]

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

PAYMENT INSTRUCTIONS

Bank: [Bank Name] / Account: [Number] / Wire: [Routing]
Terms: Payment due within [30] days of invoice date.