

# PROGRESS INVOICE

[Architecture Firm Name]  
[Street Address]  
[City, State, Zip]

**Invoice #:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Period Ending:** \_\_\_\_\_

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## CLIENT

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

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## PROJECT DETAILS

**Project Name:** [Project Title]  
**Project ID:** [Reference No.]  
**Phase:** [Current Phase Name]

Phase / Description	Contract Amount	% Cmpl.	Total Earned	Prev. Billed	Current Amount
Schematic Design	\$	%	\$	\$	\$
Design Development	\$	%	\$	\$	\$
Construction Documents	\$	%	\$	\$	\$
Bidding & Negotiation	\$	%	\$	\$	\$
Construction Admin	\$	%	\$	\$	\$

Phase / Description	Contract Amount	% Cmpl.	Total Earned	Prev. Billed	Current Amount
Additional Services / Reimbursables	\$	100%	\$	\$	\$

Subtotal (Current Period): \$ \_\_\_\_\_  
Tax (if applicable): \$ \_\_\_\_\_  
**TOTAL DUE THIS INVOICE: \$ \_\_\_\_\_**

**PAYMENT INSTRUCTIONS**

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Please make checks payable to [Architecture Firm Name].  
Wire Transfer: [Bank Name] | Routing: [Number] | Account: [Number]  
Terms: Net [30] Days.