

# ENGINEERING PROGRESS INVOICE

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

Invoice #: \_\_\_\_\_  
Date: \_\_\_\_\_  
Billing Period: \_\_\_\_\_

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**Client:**

[Client Name]  
[Project Address]

**Project Details:**

Project Name: \_\_\_\_\_  
Project ID: \_\_\_\_\_

**WORK PROGRESS SUMMARY**

Task / Phase Description	% Complete	Contract Value	Previously Billed	Current Due
[e.g., Preliminary Design & Site Analysis]	_____%	\$	\$	\$
[e.g., Structural Calculations & Drafting]	_____%	\$	\$	\$
[e.g., Permitting & Coordination]	_____%	\$	\$	\$

**REIMBURSABLE EXPENSES / ADDITIONAL SERVICES**

Description	Amount
[e.g., Printing, Travel, Lab Fees]	\$

Subtotal: \$ \_\_\_\_\_

Tax: \$ \_\_\_\_\_

Retainage (if applicable): (\$ \_\_\_\_\_ )

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**Total Amount Due: \$ \_\_\_\_\_**

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

**Authorized Engineering Representative:** \_\_\_\_\_