

# PROGRESS INVOICE

Invoice #: \_\_\_\_\_

Billing Period: \_\_\_\_\_

**[Company Name]**

[Address Line 1]

[City, State, Zip]

[Email/Phone]

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**Bill To:**

[Client Name]

[Client Address]

[Project Reference/PO #]

**Date:** [MM/DD/YYYY]

**Due Date:** [MM/DD/YYYY]

Description of Tasks/Milestones	% Complete	Total Contract	Current Amount
[Phase 1 Description]	___%	\$0.00	\$0.00
[Phase 2 Description]	___%	\$0.00	\$0.00
[Phase 3 Description]	___%	\$0.00	\$0.00

Subtotal: \$0.00

Less Previous Payments: (\$0.00)

Tax Rate (\_\_\_%): \$0.00

Total Amount Due: \$0.00

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**Payment Instructions:**

Please make checks payable to [Company Name]. For bank transfers, use Account: [Number] / Sort Code: [Number].

*Thank you for your business.*