

PROGRESS INVOICE

Monthly Installment

Invoice #: _____
Date: _____
Billing Period: _____

From:

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

Bill To:

[Client Name]
[Project Name / Number]
[Street Address]

Description of Work/Service	Contract Total	% Complete	Prior Billed	Current Installment

Work Completed to Date: \$ _____
Less Retainage (___%): \$ _____
Less Previous Payments: \$ _____

Current Amount Due: \$ _____

Notes: _____

Please make checks payable to [Company Name]. Payment due within ___ days.