

**[FIRM NAME]**

[Street Address]  
[City, State, Zip]  
[Phone Number]

**INTERIM INVOICE**

**Invoice #:** [0000]  
**Date:** [Date]  
**Period:** [Start Date] - [End Date]

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**BILLED TO:**

[Client Name]  
[Client Company]  
[Client Address]

**ENGAGEMENT:**

[Project/Engagement Name]  
Account Manager: [Name]

Service Description	Hours / Qty	Rate	Amount
[Service/Work Description]	[0.00]	[\$0.00]	[\$0.00]
[Service/Work Description]	[0.00]	[\$0.00]	[\$0.00]

Subtotal: [\$0.00]  
Tax: [\$0.00]  
Less Retainer: (\$[0.00])

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**Total Amount Due: \$[0.00]**

**Notes / Payment Instructions:**

[e.g. Please make checks payable to Firm Name. Payment due within 15 days of invoice date.]

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This is an interim progress billing for services rendered during the specified period. Final billing will be adjusted upon completion of the engagement.