

PROGRESS INVOICE

[Business Name]

[Address Line 1]

[Email / Phone]

Invoice #: _____

Date: _____

Project ID: _____

Bill To:

[Client Name]

[Client Address]

[Client Contact]

Project Details:

Project Name: _____

Billing Period: _____

Description of Task/Milestone	Total Contract	% Complete	Previously Billed	Current Amount

Total Project Value: \$ 0.00

Total Earned to Date: \$ 0.00

Less Previous Payments: (\$ 0.00)

Amount Due This Invoice: \$ 0.00

Notes / Payment Instructions:

Please make checks payable to [Business Name]. For bank transfers, use [Account Details]. Payment is due within [X] days of invoice date.