

INVOICE

[Company Name]
[Street Address]
[City, State, Zip]
[Phone Number / Email]

Invoice #: _____
Date: _____
Project ID: _____
PO Number: _____

BILL TO:

[Client Name]
[Client Company]
[Client Address]
[Contact Person]

PROJECT SITE:

[Project Name]
[Project Location/Address]
[Phase/Contract Number]

CSI CODE	DESCRIPTION OF WORK / PROGRESS MILESTONE	CONTRACT AMOUNT	% COMPLETE	AMOUNT DUE

Work Completed to Date: \$ _____
Less Retainage (__ %): (\$ _____)
Less Previous Payments: (\$ _____)
TOTAL CURRENT PAYMENT: \$ _____

NOTES & INSTRUCTIONS:

[Payment terms, wire transfer info, or lien waiver attachment notices]

Authorized Signature: _____ Date: _____

Thank you for your business.