

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

PROGRESS INVOICE

Date: _____
 Invoice #: _____
 App #: _____

Client: [Client Name] [Property Address]	Project: [Project Name/Description] Contract Date: _____
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Description of Work	Contract Amount	% Complete	Total Earned	Previous Billing	Current Due
Site Prep & Demolition	\$	%	\$	\$	\$
Hardscape & Masonry	\$	%	\$	\$	\$
Irrigation & Drainage	\$	%	\$	\$	\$
Softscape & Planting	\$	%	\$	\$	\$
Lighting & Features	\$	%	\$	\$	\$
TOTALS	\$	%	\$	\$	\$

Total Contract to Date:	\$ _____
Total Completed & Stored:	\$ _____
Less Retainage (___%):	(\$ _____)
Less Previous Payments:	(\$ _____)
AMOUNT DUE THIS PERIOD:	\$ _____

Notes:

Payment is due within [Number] days. Thank you for your business.