

PROGRESS INVOICE

Invoice #: _____

Date: _____

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

BILL TO:

[Client Name]

[Client Address]

[Project Name/ID]

PROJECT DETAILS:

Total Contract Amount: \$ _____

Start Date: _____

Estimated Completion: _____

Description of Work	Contract Amount	% Complete	Total Earned	Previous Billing	Current Due

Total Completed to Date: \$ _____

Less Retainage (____ %): (\$ _____)

Less Previous Payments: (\$ _____)

TOTAL AMOUNT DUE: \$ _____

Notes/Terms: Payment is due within [X] days. Please make checks payable to [Company Name].

Authorized Signature

Date