

# PROGRESS INVOICE

**[Contractor Business Name]**

[Street Address]

[City, State, Zip]

[Phone] | [License Number]

**Invoice #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**BILL TO:**

[Client Name]

[Billing Address]

[City, State, Zip]

**JOB SITE:**

[Job Site Address]

[City, State, Zip]

Description of Work / Phase	Contract Amount	% Complete	Total Earned	Previous Billing	Current Due
Tear-off & Structural Repair	\$	%	\$	\$	\$
Underlayment & Flashing	\$	%	\$	\$	\$
Shingle/Metal Installation	\$	%	\$	\$	\$
Gutters & Cleanup	\$	%	\$	\$	\$

Total Contract Amount: \$ \_\_\_\_\_

Total Completed to Date: \$ \_\_\_\_\_

Less Retainage (\_\_\_\_%): (\$ \_\_\_\_\_)

Less Previous Payments: (\$ \_\_\_\_\_)

**Amount Due This Invoice:** \$ \_\_\_\_\_

---

**Notes:** [Insert progress details, material delays, or change order references here]

*Payment is due within [X] days. Please make checks payable to [Contractor Business Name].*