PROGRESS INVOICE

CONTRACTOR

Business name _____

Address _____

Phone / email _____

License no. _____

INVOICE DETAILS

Invoice no. _____

Invoice date _____

Payment terms _____

Due date _____

Application no. _____

Period to _____

BILL TO (OWNER)

Owner _____ Attention _____

Address _____

Email _____

PROJECT AND CONTRACT

Project _____ Contract date _____

Project address _____

Original contract sum _____ Net change by change orders _____

Contract sum to date _____

SCHEDULE OF VALUES

Description of work	Scheduled value	% complete	Previously billed	This period	Completed to date

HOW TO PAY

Accepted methods _____

Account name _____

Bank details _____

Payment reference _____

Total completed to date	
Less: retainage (_____%)	
Total earned less retainage	
Less: previous payments	
Amount due	

BILLING NOTES

_____

_____

Please quote the invoice and application numbers with your payment.