

# Progress Payment Invoice

Contractor Name

Enter contractor name

Address

Enter address

City, State, Zip

Enter city, state, zip

Phone

Enter phone

Email

Enter email

Invoice #

Enter invoice number

Date

Contract #

Enter contract number

Client Name

Enter client name

Project Address

Enter project address

Project Description

Enter project description

## Work Completed

Description of Work/Phase	Scheduled Value	Previously Billed	This Period	Total to Date	Balance Remaining
<div>Enter description</div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div>Enter description</div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Retainage (%)

e.g., 10

Retainage Amount

Total Due This Invoice

Notes / Remarks

Enter any notes, remarks, or payment instructions

Authorized Signature

Date

Printed Name

Title