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PROGRESS INVOICE

INVOICE / DRAW NO.	INVOICE DATE	PERIOD TO	DUE DATE	CONTRACT / JOB

BILL TO

Name _____

Company _____

Address _____

Phone / email _____

CONTRACTOR

Business _____

Address _____

Phone / email _____

License / EIN _____

Phase / item of work	Scheduled value	% complete	Earned to date	Previously billed	This draw

Contract sum incl. changes	
Total earned to date	
This draw before retainage	
Retainage rate (%)	
Retainage held this draw	
Amount due this draw	

Retainage held to date _____ Balance to finish _____ Change orders approved _____

HOW TO PAY

Bank / account _____

Routing / sort code _____

Online / app _____

Make checks payable to _____

TERMS

Payment terms _____

Late fee _____

Notes _____

Contractor signature _____ Date _____ Owner / architect approval _____ Date approved _____