office printable .com

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