

General Contractor Progress Invoice Template

Progress Invoice

Company Information

Company name	
Address	
Phone	
Email	
Website	

Invoice number

Invoice date

Payment due date

Project name

Project address

Client Information

Client name	
Business name	
Address	
Phone	
Email	

Project Summary

General contractor name

Project start date

Total contract value (\$)

Payment schedule type

Progress Billing Breakdown Table

Line item #	Description of work	% Complete	Scheduled value (\$)	Previously billed (\$)	Current payment due (\$)	Remaining balance (\$)
1						
2						
3						
4						
Total						

Retainage (if applicable)

Retainage percentage	
Total retainage held	
Adjusted current payment due	

Subtotals & Payment Calculation

Total contract value <i>Sum of "Scheduled value" column</i>	
Total amount previously billed <i>Sum of "Previously billed" column</i>	
Total payment due this invoice <i>Total "Current payment due" - Total retainage held</i>	
Remaining balance on contract <i>Overall "Scheduled value" - Total "Previously billed" - Total "Current payment due"</i>	

Payment Instructions & Terms

Payment Due Date
Accepted payment methods
Late payment policy
Retention clause

Customer Signature

Date

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Authorized Contractor Signature

Date

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For questions concerning this invoice, please contact
Name, (321) 456-7890, Email Address
www.yourwebaddress.com

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