

General Contractor Retainage Invoice Template

Retainage Invoice

Invoice number	
Invoice date	
Payment due date	

Project name	
Project address	

Company Information	
Company name	
Address	
Phone	
Email	
Website	

Client Information	
ATTN	
Company name	
Address	
Phone	
Email	

Project Summary	
General contractor name	
Project start date	
Project completion date	
Total contract value (\$)	
Percentage of retainage held (%)	
Total retainage amount held (\$)	

Retainage Breakdown							
Invoice #	Billing period	Billing period	Original invoice amount (\$)	Retainage percentage (%)	Retainage held (\$)	Previously released (\$)	Retainage due (\$)
TOTAL							

Final Payment Calculation	
Total retainage held <i>Sum of "Retainage held" column</i>	
Total retainage previously released <i>Sum of "Previously released" column</i>	
Retainage due on this invoice <i>Amount contractor is requesting for release on this specific invoice</i>	
Grand total due <i>Sum of "Retainage due" column</i>	

Confirmation of Project Completion		
Final inspection completed?	YES	NO
Punch list items resolved?	YES	NO
Certificate of completion submitted?	YES	NO

Payment Instructions & Terms	
Payment due date	
Accepted payment methods	
Late payment policy	

Authorized Contactor 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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