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| **Microsoft Word General Contractor  Retainage Invoice Template [A blue and white sign  AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12357&utm_source=template-word&utm_medium=content&utm_campaign=General+Contractor+Retainage+Invoice-word-12357&lpa=General+Contractor+Retainage+Invoice+word+12357)** | | |
| **Your Logo** |  | **Retainage Invoice** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Invoice number |  |  | Project name |  |
| Invoice date |  |  | Project address | Street, City, State ZIP |
| Payment due date |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Company Information** | |  | **Client Information** | |
| Company name |  |  | ATTN |  |
| Address | Street, City, State ZIP |  | Company name |  |
| Phone | (000) 000-0000 |  | Address | Street, City, State ZIP |
| Email |  |  | Phone | (000) 000-0000 |
| Website |  |  | Email |  |

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| --- | --- |
| **Project Summary** | |
| General contractor name |  |
| Project start date |  |
| Project completion date |  |
| Total contract value ($) | $300,000.00 |
| Percentage of retainage held (%) | 10% |
| Total retainage amount held ($) | $30,000.00 |

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| **Retainage Breakdown** | | | | | | | |
| **Invoice #** | **Billing period** | **Billing period** | **Original invoice amount ($)** | **Retainage percentage (%)** | **Retainage held ($)** | **Previously released ($)** | **Retainage due ($)** |
| INV-001 | 01/01 | 01/31 | $50,000.00 | 10% | $5,000.00 | $1,000.00 | $4,000.00 |
| INV-002 | 02/01 | 02/28 | $75,000.00 | 10% | $7,500.00 | $2,500.00 | $5,000.00 |
| INV-003 | 03/01 | 03/31 | $80,000.00 | 10% | $8,000.00 | $3,000.00 | $5,000.00 |
| INV-004 | 04/01 | 04/30 | $20,000.00 | 10% | $2,000.00 | $500.00 | $1,500.00 |
| INV-005 | 05/01 | 05/31 | $15,000.00 | 10% | $1,500.00 | $0.00 | $1,500.00 |
| INV-006 | 06/01 | 06/30 | $35,000.00 | 10% | $3,500.00 | $0.00 | $3,500.00 |
| INV-007 | 07/01 | 07/31 | $25,000.00 | 10% | $2,500.00 | $0.00 | $2,500.00 |
| **TOTAL** | | | **$300,000.00** |  | **$30,000.00** | **$7,000.00** | **$23,000.00** |

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| **Final Payment Calculation** | |
| **Total retainage held** *Sum of “Retainage held” column* | $30,000.00 |
| **Total retainage previously released** *Sum of “Previously released” column* | $7,000.00 |
| **Retainage due on this invoice** *Amount contractor is requesting for release on this specific invoice* | **$23,000.00** |
| **Grand total due** *Sum of “Retainage due” column* | $30,000.00 |

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| --- | --- | --- | --- | --- |
| **Confirmation of Project Completion** | |  | **Payment Instructions & Terms** | |
| Final inspection completed? | YES / NO |  | Payment due date |  |
| Punch list items resolved? | YES / NO |  | Accepted payment methods |  |
| Certificate of completion submitted? | YES / NO |  | 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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