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| **Microsoft Word General Contractor  Progress Invoice Template[A blue and white sign  AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=11215&utm_source=template-word&utm_medium=content&utm_campaign=General+Contractor+Progress+Invoice-word-11215&lpa=General+Contractor+Progress+Invoice+word+11215)** | | |
| **Your Logo** |  | **Progress Invoice** |

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| --- | --- | --- | --- | --- | --- |
| **Company Information** | |  |  |  | |
| Company name |  |  | **Invoice number** | |  | |
| Address | Street, City, State ZIP |  | **Invoice date** | |  | |
| Phone | (000) 000-0000 |  | **Payment due date** | |  | |
| Email |  |  | **Project name** | |  | |
| Website |  |  | **Project address** | | Street, City, State ZIP | |

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| **Client Information** | |  | **Project Summary** | |
| Client name |  |  | General contractor name |  |
| Business name |  |  |
| Address | Street, City, State ZIP |  | Project start date |  |
| Phone | (000) 000-0000 |  | Total contract value ($) |  |
| Email |  |  | Payment schedule type |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Progress Billing Breakdown Table** | | | | | | |
| Line item # | Description of work | % Complete | Scheduled value ($) | Previously billed ($) | Current payment due ($) | Remaining balance ($) |
| 1 | Site preparation | 50% | $10,000.00 | $5,000.00 | $0.00 | $5,000.00 |
| 2 | Foundation | 50% | $20,000.00 | $6,000.00 | $4,000.00 | $10,000.00 |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| **Total** | | | $30,000.00 | $11,000.00 | $4,000.00 | **$15,000.00** |

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| **Retainage** *(if applicable)* | |  | **Subtotals & Payment Calculation** | |
| Retainage percentage | 5% |  | **Total contract value**  *Sum of “Scheduled value” column* | $30,000.00 |
| Total retainage held | $1,500.00 |  | **Total amount previously billed**  *Sum of “Previously billed” column* | $11,000.00 |
| Adjusted current payment due | $2,500.00 |  | **Total payment due this invoice**  *Total “Current payment due" - Total retainage held* | **$2,500.00** |
|  |  |  | **Remaining balance on contract**  *Overall “Scheduled value” - Total “Previously billed” - Total “Current payment due"* | **$15,000.00** |

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| **Payment Instructions & Terms** | |
| Payment Due Date |  |
| Accepted payment methods |  |
| Late payment policy |  |
| Retention clause |  |

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| --- | --- | --- | --- | --- |
| Customer Signature | Date |  | 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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