|  |
| --- |
| **Microsoft Word General Contractor Retainage Invoice Template A blue and white sign  AI-generated content may be incorrect.** |
| **Your Logo** |  | **Retainage Invoice** |

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

|  |  |  |
| --- | --- | --- |
| **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 |  |

|  |
| --- |
| **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  |

|  |
| --- |
| **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** |

|  |
| --- |
| **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 |

|  |  |  |
| --- | --- | --- |
| **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 |
|  |  |

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

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |