

Company Name

Address Line 1

Address Line 2

Email: info@company.com

Phone: 123-456-7890

Progress Payment Invoice

Invoice #: INV-2024-001

Date: 2024-06-15

Project #: PJT-1234

Bill To:

Client Name

Client Company

Client Address Line 1

Client Address Line 2

Email: client@email.com

Project Details

Description	Scheduled Value	Completed This Period	Previous Billings	Total Completed	Balance to Finish
Foundation Work	\$20,000	\$10,000	\$5,000	\$15,000	\$5,000
Framing	\$30,000	\$18,000	\$0	\$18,000	\$12,000
Roofing	\$10,000	\$4,000	\$0	\$4,000	\$6,000

Summary

Total Completed and Stored to Date	\$37,000
Less Previous Payments	(\$5,000)
Current Payment Due	\$32,000
Retainage (10%)	(\$3,200)
Net Payment Due	\$28,800

Notes

Please make payment within 14 days to the account provided. Contact accounts@company.com for any questions regarding this invoice.

Authorized Signature: _____

Date: _____