INVOICE

Construction / Contractor Invoice

Contractor	
Address	
Phone / Email	
License #	

Bill To

Client	
Address	
Project	
Job site	

Invoice #	
Invoice date	
Due date	
PO / Contract #	

Contract Summary

Original contract sum	
Net change orders	
Contract sum to date	
Retainage %	%
Application / period #	

Schedule of Values (Progress Billing)

#	Description of work	Scheduled value	Previous	This period	Stored materials	Completed to date	%	Balance to finish
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Total completed & stored	
Less retainage	
Total earned less retainage	
Less previous payments	
CURRENT PAYMENT DUE	

Retainage is withheld until substantial completion as agreed in the contract.

_____ Date: _____

Contractor signature

_____ Date: _____

Owner / client approval

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