

# INVOICE

Construction Invoice — Progress Claim

Invoice # \_\_\_\_\_

Claim # \_\_\_\_\_

Date \_\_\_\_\_

Due date \_\_\_\_\_

## FROM

Business / your name

Email

Phone

Address

## BILL TO

Client name

Email

Job address

| DESCRIPTION | QTY | RATE | AMOUNT |
|-------------|-----|------|--------|
|             |     |      |        |
|             |     |      |        |
|             |     |      |        |
|             |     |      |        |
|             |     |      |        |
|             |     |      |        |
|             |     |      |        |
|             |     |      |        |
|             |     |      |        |

Subtotal \_\_\_\_\_

Tax \_\_\_\_\_

Less retention (\_\_\_\_%) \_\_\_\_\_

**Total this claim** \_\_\_\_\_

## NOTES

Progress claim for work completed to date per the agreed payment schedule. Retention held as stated below, released at practical completion.

## PAYMENT INSTRUCTIONS

Payment due within 14 days of claim date.