

YOUR LOGO

Your Company Name

Trading name · Tax ID · Licence no. (if required)

Address · Phone · Email

PROGRESS CLAIM

Invoice no.	INV-1047
Date	3 Aug 2026
Payment due	Net 14
Contract / PO	HC-0000
Claim No.	3
Claim period	1-31 July 2026

BILL TO

Client	Harding Constructions	Attention	
Billing address		Project	Willow St Townhouses — Lot 4
Site address	22 Willow St	Contract / PO	HC-2261

LINE ITEMS

DESCRIPTION OF WORK	CONTRACT VALUE	% COMPLETE	COMPLETED TO DATE
Site preparation	\$6,000.00	100%	\$6,000.00
Wall framing	\$34,000.00	100%	\$34,000.00
Roof framing	\$18,000.00	85%	\$15,300.00
Blocking & bracing	\$7,000.00	0%	\$0.00

APPROVED VARIATIONS / CHANGE ORDERS

REF	DESCRIPTION	AMOUNT
CO-02	Additional bracing, north wall (approved 18 Jul)	\$2,400.00

RETAINAGE HELD TO DATE

Previously held	\$3,800.00
Held this claim	\$1,970.00
Total retainage held	\$5,770.00

Released in accordance with the contract.

PAYMENT

Bank / account	
Accepted methods	
Late payment terms	

Total work completed to date	\$55,300.00
Plus approved variations	\$2,400.00
Total completed incl. variations	\$57,700.00
Less previously claimed	(\$38,000.00)
CURRENT CLAIM	\$19,700.00
Tax (10%)	\$1,970.00
Subtotal	\$21,670.00
Less retainage held this claim (10%)	(\$1,970.00)

AMOUNT DUE THIS INVOICE

\$19,700.00

CONTRACTOR SIGNATURE · DATE

CLIENT / SUPERINTENDENT SIGNATURE · DATE

DISCLAIMER

This template is provided for general reference only. InvoSmith does not provide accounting, tax or legal advice, and nothing in this document is a substitute for advice from your own qualified adviser.

Requirements for contractor licence numbers, sales tax, GST or VAT treatment, retainage limits and statutory progress-payment rights vary by country, state and contract. Confirm what applies to your work and to the contract you are billing under before you issue an invoice.

The figures shown in the completed example are illustrative and do not represent typical or recommended amounts.

This page is not part of the invoice. Print or send page 1 only.

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