

YOUR LOGO

Your Company Name

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

Address · Phone · Email

RETAINAGE INVOICE

Invoice no. INV-1047

Date 3 Aug 2026

Payment due Net 14

Contract / PO HC-0000

Final claim Yes

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

INVOICE #	BILLING PERIOD	INVOICE AMOUNT	RETAINAGE %	HELD	RELEASED	STILL HELD
INV-1021	Mar 2026	\$50,000.00	10%	\$5,000.00	\$1,000.00	\$4,000.00
INV-1029	Apr 2026	\$75,000.00	10%	\$7,500.00	\$2,500.00	\$5,000.00
INV-1036	May 2026	\$80,000.00	10%	\$8,000.00	\$3,500.00	\$4,500.00
INV-1047	Jun 2026	\$45,000.00	10%	\$4,500.00	\$0.00	\$4,500.00

CONFIRMATION OF COMPLETION

Final inspection

Punch list resolved

Certificate issued

Defects period expired

Total retainage still held \$18,000.00

Tax (10%) \$1,800.00

PAYMENT

Bank / account

Accepted methods

Late payment terms

AMOUNT DUE THIS INVOICE

\$19,800.00

CONTRACTOR SIGNATURE · DATE

CLIENT / SUPERINTENDENT SIGNATURE · DATE

DISCLAIMER

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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.

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