

# Invoice - Project Progress Payment

## From:

Company Name  
Address Line 1  
Address Line 2  
Email: email@example.com  
Phone: +123 456 7890

## To:

Client Name  
Client Company  
Address Line 1  
Address Line 2  
Email: client@example.com

Invoice No: INV-2024-001

Date: 2024-07-01

Project: Project Name

Period: June 2024

## Progress Payment Details

Description	Unit	Qty	Unit Price	Amount
Civil Works - Foundation	m <sup>3</sup>	100	\$80.00	\$8,000.00
Structural Works - Steel Frame	ton	15	\$2,400.00	\$36,000.00
Electrical Installation (20% completed)	lump sum	0.2	\$10,000.00	\$2,000.00
			Subtotal	\$46,000.00
			Less: Previous Payment	(\$10,000.00)
			Current Amount Due	\$36,000.00

## Bank Details

Bank Name: Example Bank  
Account Name: Company Name  
Account Number: 123-456-789  
SWIFT/BIC: EXAMP123

## Authorized Signatory

\_\_\_\_\_  
Name & Position

## Important Notes:

- This invoice is issued based on project progress as certified by the project's supervising consultant or client representative.
- Supporting documents such as progress reports and approval certificates must be attached.
- Payment is due within 30 days from the invoice date unless otherwise agreed in the contract.
- Retention or holdback (if applicable) will be deducted as per contract terms.
- Please quote the invoice number in all correspondence and payments.