

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 ³	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.