

Progress Payment Invoice

Invoice No: PP-2024-016
Date: 2024-07-05
Due Date: 2024-07-19
Project: New Office Construction
Contract No: CTR-3010-B23

From

Builder Pro Construction Ltd.
1127 Builder Avenue
Springfield, 12345
Phone: (123) 456-7890
Email: admin@builderpro.com

Bill To

Sunset Development Inc.
800 Client Road
Springfield, 12345
Phone: (123) 555-9821
Email: ap@sunsetdev.com

Payment Application No: 3
Period Covered: 2024-06-01 to 2024-06-30

Description	Original Contract Value	Previously Billed	Billed This Period	Total To Date	Balance to Finish
Site Preparation	\$30,000	\$30,000	\$0	\$30,000	\$0
Foundation Works	\$50,000	\$40,000	\$10,000	\$50,000	\$0
Structural Framing	\$80,000	\$20,000	\$30,000	\$50,000	\$30,000
Other Works	\$20,000	\$0	\$5,000	\$5,000	\$15,000
Total	\$180,000	\$90,000	\$45,000	\$135,000	\$45,000

Total Value of Work this Period: \$ 45,000
Less: Retention (5%): \$ (2,250)
Less: Previous Payments: \$ (90,000)
Amount Due: \$ 42,750

Remarks: Please arrange payment to the account indicated in the contract terms. Thank you for your business.

Authorized Signature

Important Notes

- This invoice is based on progress achieved as certified for this period.
- Retention is withheld according to contract terms and released upon project completion.
- Review all amounts before making payment; discrepancies should be reported immediately.
- Supporting documents or progress reports may be attached as required.
- Payment made signifies acceptance of work performed to date as per project milestones.