

# PROJECT MILESTONE & PHASE BILLING FORM

INVOICE

Invoice Number		Date	
Project Name		Payment Due Date	
Project Code / ID		Purchase Order (PO) #	

**Vendor / Service Provider**  
\_\_\_\_\_

**Client / Bill To**  
\_\_\_\_\_

Phase / #	Milestone / Deliverable Description	Total Phase Value	% Billed This Period	Amount Due

Subtotal	
Tax / VAT	
Retainage / Deductions	
<b>Total Due</b>	

**Payment Instructions & Notes**

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Prepared By (Vendor Signature)

Date: \_\_\_\_\_

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Approved By  
(Client  
Signature)

Date:

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