

WIP INVOICE

Invoice #: _____
Date: _____
Due Date: _____

BILLING ADDRESS

PROJECT DETAILS

Project Name: _____
Project ID: _____
Contract No: _____

DESCRIPTION OF WORK / TASK	TOTAL CONTRACT	%PREV	%CURR	PREVIOUSLY BILLED	CURRENT DUE

PAYMENT TERMS & INSTRUCTIONS

Total Work Completed: _____
Less Retention / Holdback: _____
Less Previous Payments: _____
Subtotal Due: _____
Tax / VAT: _____
Current Amount Due: _____
Remaining Balance: _____

Prepared By: _____

Approved By: _____
