PROFORMA INVOICE

CONSTRUCTION PROGRESS BILLING

Proforma Invoice No.	
Date	
Application No.	
Billing Period To	
Contract Date	

TO (CLIENT / OWNER)

PROJECT DETAILS

CONTRACTOR'S APPLICATION FOR PAYMENT

NO.	DESCRIPTION OF CONTRACT ACCOUNTS	AMOUNT
1	Original Contract Sum	
2	Net Change by Change Orders (Approved)	
3	**Contract Sum to Date (Line 1 + Line 2)**	
4	Total Completed & Stored to Date	
5	Retainage (if applicable)	
6	**Total Earned Less Retainage (Line 4 less Line 5)**	
7	Less Previous Certificates for Payment	
8	**Current Payment Due (Line 6 less Line 7)**	
9	Balance to Finish, Including Retainage (Line 3 less Line 6)	

BRIEF SUMMARY OF WORK / SCHEDULE OF VALUES

Item No.	Description of Work	Scheduled Value	% Complete	Total Completed to Date

Contractor Certification

Authorized Signature & Date

Architect / Owner Representative Approval

Authorized Signature & Date