



# INVOICE

Invoice No: \_\_\_\_\_

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

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

PO Number: \_\_\_\_\_

**BILL FROM**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BILL TO**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT DETAILS**

Project Name: \_\_\_\_\_

Total Project Value: \_\_\_\_\_

Billing Contract Type: \_\_\_\_\_

NO.	MILESTONE DESCRIPTION / DELIVERABLES	COMPLETION DATE	PROGRESS %	AMOUNT
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Milestone Subtotal: \_\_\_\_\_

Tax / VAT: \_\_\_\_\_

Retainage / Deductions: \_\_\_\_\_

**Total Amount Due:** \_\_\_\_\_

**PAYMENT TERMS & INSTRUCTIONS**

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**PREPARED BY (SIGNATURE)**

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**CLIENT APPROVAL (SIGNATURE)**