
PROGRESS RECEIPT

Receipt No.	
Date	
Reference No.	

Payer / Client

Recipient / Contractor

Project Details

Project Name / Description

Project Location

Claim / Stage No.

Contract Number

Description of Works / Milestone	Amount
Original Contract Sum	
Approved Variations (To Date)	
Revised Contract Sum	
Total Value of Work Certified to Date	
Less: Previous Payments Received	
Current Progress Payment Received	

Description of Works / Milestone	Amount
Remaining Balance Outstanding	

Payment Method:

Cash

Cheque

Bank Transfer

Credit Card

Transaction / Cheque No.

Payment Date

Authorized Representative Signature

 Print Name

Client / Payer Signature

 Print Name
