

INVOICE

Invoice No:	
Date:	
Project ID:	
Contract No:	

CLIENT INFORMATION

PROJECT DETAILS

Project Name:
Location:
Project Manager:
Billing Phase:

ITEM	MILESTONE / TASK DESCRIPTION	CONTRACT VALUE	PREV. BILLED	% COMPLETE	AMOUNT DUE THIS PERIOD

Total Contract Value	
Total Billed to Date	
Subtotal This Period	
Retainage (%)	
Tax / VAT (%)	
Total Due This Period	

Payment Terms & Instructions

Payment Due Date:
Bank Name:
Account Name:
Account Number:
Routing / SWIFT Code:

PREPARED BY (PROJECT MANAGER)

Date:

APPROVED BY (CLIENT REPRESENTATIVE)

Date: