
WIP BILLING

Invoice / Ref No:

Date:

Billing Period:



CLIENT INFORMATION

Client Name:

Address:

Contact:

Email:

PROJECT DETAILS

Project Name:

Project Code:

Purchase Order:

Terms:

DATE	STAFF / ROLE	DESCRIPTION OF WORK PROGRESSED	HOURS	RATE	TOTAL
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Subtotal (Accrued WIP):

Tax / Adjustments:

Total Amount Due:

Prepared By (Signature & Date)

Client Approval (Signature & Date)