

PROFORMA BILLING STATEMENT

PROVISIONAL MILESTONE CLAIM

Statement No: _____
Date: _____
Due Date: _____
Reference: _____

BILL TO _____	SHIP/PROJECT SITE TO _____
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Project Name		Contract No.	
Milestone Phase		Payment Terms	

MILESTONE NO.	MILESTONE DESCRIPTION & DELIVERABLES	CONTRACT VALUE	COMPLETION %	PROVISIONAL AMOUNT

PROVISIONAL BILLING NOTICE

This is a provisional proforma statement issued prior to the final milestone acceptance and certification. The values presented herein are based on estimated physical progress and remain subject to formal review , verification, and adjustment upon final audit and sign-off.

Subtotal	
Retention Amount	
Tax / VAT	
Provisional Total Due	

Prepared By
Contractor / Service Provider Representative

Approved / Verified By
Client / Project Manager Representative

