

# EXAMPLE – Retainage Invoice

Job No. 50349

**HYPOTHETICAL ENGINEERING CO., INC.**  
**Consulting Engineers**

Inv. No. 0254

1000 Jackson Blvd., Chattanooga, TN 37110-1234  
PH: (423) 247-2011

NOTE: RETAINAGE INVOICES MUST BE REVIEWED BY OUR EXTERNAL AUDITING STAFF BEFORE PAYMENT. THUS, OUR NORMAL PROCESSING IS INTERRUPTED ON THESE TYPE INVOICES CAUSING PAYMENT TO BE SOMEWHAT DELAYED COMPARATIVELY SPEAKING.

Tennessee Dept. of Transportation  
Jeff Jones  
Civil Engineering Director  
Design Division, Suite 1300  
James K. Polk Building  
Nashville, TN 37243-0348

August 4, 1999

Agreement No. 9260  
Work Order # (If Applicable)

For professional services relative to project I-240-1(144)14, 79006-1131-44, 79008-1127-44, I-55-1(67)0, 79004-1121-44, 79005-1128-44, I-240 from Carter Blvd. to Smith Rd., Shelby Co.

Progress Billing No. 11 - Final

July 31, 1999

## SUMMARY

Contract Ceiling: \$300,000.00

Total Invoiced through July 31, 1999	\$300,000.00
Less 2% Retainage	<u>    ---0---</u>
Balance	\$300,000.00
Less amount previously invoiced	<u>    294,000.00</u>
AMOUNT DUE THIS INVOICE (TOTAL RETAINAGE WITHHELD)	<u>    \$ 6,000.00</u>

**INCLUDE ONLY RETAINAGE ON THIS TYPE  
INVOICE DUE TO DIFFERENT PROCESSING BY TDOT.**

I, the undersigned, do hereby certify that the above invoice is true and correct to the best of my knowledge and that payment has not been received or costs previously invoiced.

By \_\_\_\_\_ (Principal's Signature)  
(Principal's typed name and title)

## NOTE

PLEASE SUBMIT YOUR INVOICE FOR RETAINAGE AS SOON AS POSSIBLE AFTER ALL YOUR WORK IS COMPLETED UNLESS OTHERWISE INSTRUCTED BY TDOT PERSONNEL.