

INVOICE AND CERTIFICATION FOR CONSULTING SERVICES

Date: _____

Consultant Contract No. _____

Hourly Billing Rate: \$_____

CLIN 1: _____

CLIN 2: _____

Billing Period of Performance: _____ (e.g. January 1, 2012 through January 31, 2012)

*I hereby request payment for the following CLIN(s)** pursuant to my Contract:*

CLIN 1 Consultant services of _____ hour(s) CLIN 1 Labor sub-total \$_____

CLIN 2 Consultant services of _____ hour(s) CLIN 2 Labor sub-total \$_____

** Add additional CLINs on separate sheet if necessary.

Sub-Total Labor all CLINs \$_____

Expenses incurred for travel and subsistence in connection with the consulting services set forth above. Details are set forth on the Travel Expense Statement attached hereto. (Attach copies of receipts for transportation, car rentals, hotels, per the Contract terms to the Travel Expense Statement.)

CLIN 1 Travel & ODC's \$_____

CLIN 2 Travel & ODC's \$_____

Sub-Total Travel & ODC's all CLINs \$_____

Sub-Total CLIN 1 costs: \$_____

Sub-Total CLIN 2 costs: \$_____

Total Invoice Amount \$_____

I certify that this invoice and attached activity report represents a full and complete claim for consulting services performed during the billing period of performance indicated above and expenses claimed in connection therewith under the specified Contract; that payment therefore has not been made and will not be accepted from any other source; and that to the best of my knowledge and belief no salary or other expenses have been or will be charged to any other Government contract or Government activity while performing said consulting services.

Consultant's Signature: _____

Consultant's Name (please print): _____

Mail Remittance to (address): _____

Note: APL CONSULTANT ACTIVITY REPORT must be completed and attached in order for this invoice to be paid.

FOR APL USE ONLY

APL Technical Representative Payment Authorization Received: _____

APL Contract Representative Payment Authorization Signature: _____ Date _____

APL CONSULTANT ACTIVITY REPORT

Date: _____
Consultant Contract No.: _____
Consultant's Name: _____

NOTE: This report must be completed and submitted along with the INVOICE AND CERTIFICATION FOR CONSULTING SERVICES in order for payment to be rendered. Please provide as much detail as possible.

Date Hours Work Location; Services Provided; Contributions Made

Total: *hours*

Benefit to APL

**SAMPLE
APL CONSULTANT ACTIVITY REPORT**

Date: _____
Consultant Contract No.: _____
Consultant's Name: _____

NOTE: This report must be completed and submitted along with the INVOICE AND CERTIFICATION FOR CONSULTING SERVICES in order for payment to be rendered. Please provide as much detail as possible. Sample report data is provided below in italics.

<u>Date</u>	<u>Hours</u>	<u>Work Location; Services Provided; Contributions Made</u>
<i>1/2/2012</i>	<i>8</i>	<i>Space Department Office, Johns Hopkins University Applied Physics Laboratory (APL), Laurel, MD: Meeting with (list attendees names) to review program plan and schedule for Near Earth Asteroid Rendezvous (NEAR) program.</i>
<i>1/4/2012</i>	<i>8</i>	<i>XYZ Consulting Office, Towson, MD: Studied NEAR schedule with special focus on critical path integration and test (I&T) activities. Prepared formal recommendations for accelerating I&T activities in PowerPoint format for presentation scheduled for 8 January 2012.</i>
<i>1/8/2012</i>	<i>4</i>	<i>NEAR program, JHU/APL, Laurel, MD: Presented formal recommendations concerning NEAR program plan and schedule. Addressed questions on I&T acceleration recommendations. Provided insight into options for accelerated thermal testing.</i>

Total: 20 hours

Benefit to APL

During this period my principal activities were to study the NEAR program plan and schedule. NEAR faces significant schedule risk due to delays in instrument deliveries to APL, resulting in delays in commencement of I&T activities, and impending NEAR launch date. I&T activities must be compressed without compromising quality standards or eliminating tests. I analyzed test plans and requirements; requested and analyzed information on APL test facilities; and made recommendations for accelerated I&T, focusing on parallel thermal testing activities. My recommendations, if implemented, make it possible for APL to complete I&T in May 2012.