

Appendix D - Invoice/Progress Payment docs

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Introduction

Item C.1. of Article IV - Compensation located in the Engineering Services Agreement boilerplate provided in Appendix C of this document, states that ENGINEER's shall submit monthly invoices in accordance with COUNTY Engineering Services Invoicing procedures. The information provided in Appendix F (this appendix) and Appendix G (progress reporting) provide the basis for the invoicing procedures. Sample documents for both invoicing and progress reporting are provided as an overview of the required format. To facilitate the use of these formats, templates have been prepared in Microsoft Excel format that should assist in the preparation of these documents. The data requested in the invoice templates was developed to be consistent with the cost proposals provided in Appendix B and the contract budgets provided in Appendix C. Consultants are normally required to submit a corresponding progress report with each invoice. Instruction for using the invoicing templates are provided below. Instructions for using the progress reporting templates are provided in Appendix G.

Invoice Template Instructions

The Excel template is segmented into nine separate sheets that are linked together. They have been developed so that if information is provided on one sheet that is needed on the other sheets, you will only enter the information once. Color coding has also been provided to help identify which location to enter the data at. In general, the color scheme is as follows:

Purple	These cells are intended to be filled in only once when the templates are set up at the beginning of a project.
Blue	These cells are updated by the engineer for each invoice submittal.
Green	These cells are automatically calculated by the template and are generally not filled in by the consultant.
Black	Static information.

If you review the sample printouts on the following pages you will notice that only a small portion of the cells contain blue text. In other words, most of the data shown on these pages is update automatically.

To further facilitate the automation of this document, one macro is provided. The purpose of this macro is to update the Progress Payment sheets. Specifically, this macro takes the information shown in the column titled "Billing This Period" and adds it to the column titled "Billing to Last Period". After it completes the updating of the "Billing to Last Period" column it proceeds to clear the entries in the "Billing This Period". The purpose of this macro is to prepare these sheets for the preparation of a new invoice submittal.

***** WARNING *****

This macro should only be used when a sheet titled "PROGRESS PAYMENT" is the active sheet. The sheet tabs for these sheets in the Excel template are entitled: Sum, P1, P2, P3 & P4. Use of this macro on any other sheet will cause havoc on those sheets. If you accidentally execute this macro when on the wrong sheet it is recommended that you quit the program without saving your changes. This may cause you to lose some work, however, it will be far easier to input the data again than it will be to fix the spreadsheets corrupted by the macro.

When printing a final invoice for submittal to the County, consultants must print the cover sheet on company letterhead. Invoices that do not have the cover sheet printed on company letterhead will be rejected.

The last two sheets in the sample invoice printout are cover sheets and placeholders for backup documents for the invoice. Consultants should provide time sheets and receipts that support the requested payment. Consultants that have automated accounting systems for payroll may provide computerized printouts from the accounting software in lieu of time sheets. All direct expenses should be accompanied by a receipt. Subconsultant invoices/receipts should provide detailed information regarding what work was completed and by whom. Subconsultant direct expenses should also be identified and accompanied by receipts.

Consultant Services Invoice

SUBMITTED TO:

TLMA
Accounts Payable
PO Box 1605
Riverside, CA 92502

PLEASE MAIL CHECK TO:

<Engineer's Mailing Address>

Reference: <Engineering Services Agreement>
<sample project>

Work Order: <A0-0000>

Contract or PO Number: <A0-00-00>

County Contract Administrator: <name>

Period: <Jan 1, 2000 to Jan 30, 2000>

Payment No: <2>

Invoice No: < # >

Amount Due this Invoice **\$5,000.00**

I certify that the hours and salary rates charged in this invoice are the actual hours and rates worked and paid to the employees listed.			
SUBMITTED BY:		APPROVED BY:	
Engineering Contract Manager	Date	County Contract Administrator	Date

<sample project> Payment Log

Period		Amount Billed	Amount Paid	Cumulative	% Paid	% Done	
Jan 01, 1998	Feb 01, 1998	\$1,000.00	\$1,000.00	\$1,000.00	1.0%	1.5%	1
Feb 02, 1998	Feb 02, 1998	\$5,000.00	\$5,000.00	\$6,000.00	6.0%	8.0%	2
							3
							4
							5
							6
							7
							8
							9
							10
							11
							12
							13
							14
							15
							16
							17
							18
							19
							20
							21
							22
							23
							24
							25
							26
							27
							28
							29
							30
TOTAL BUDGET:				\$100,000.00			

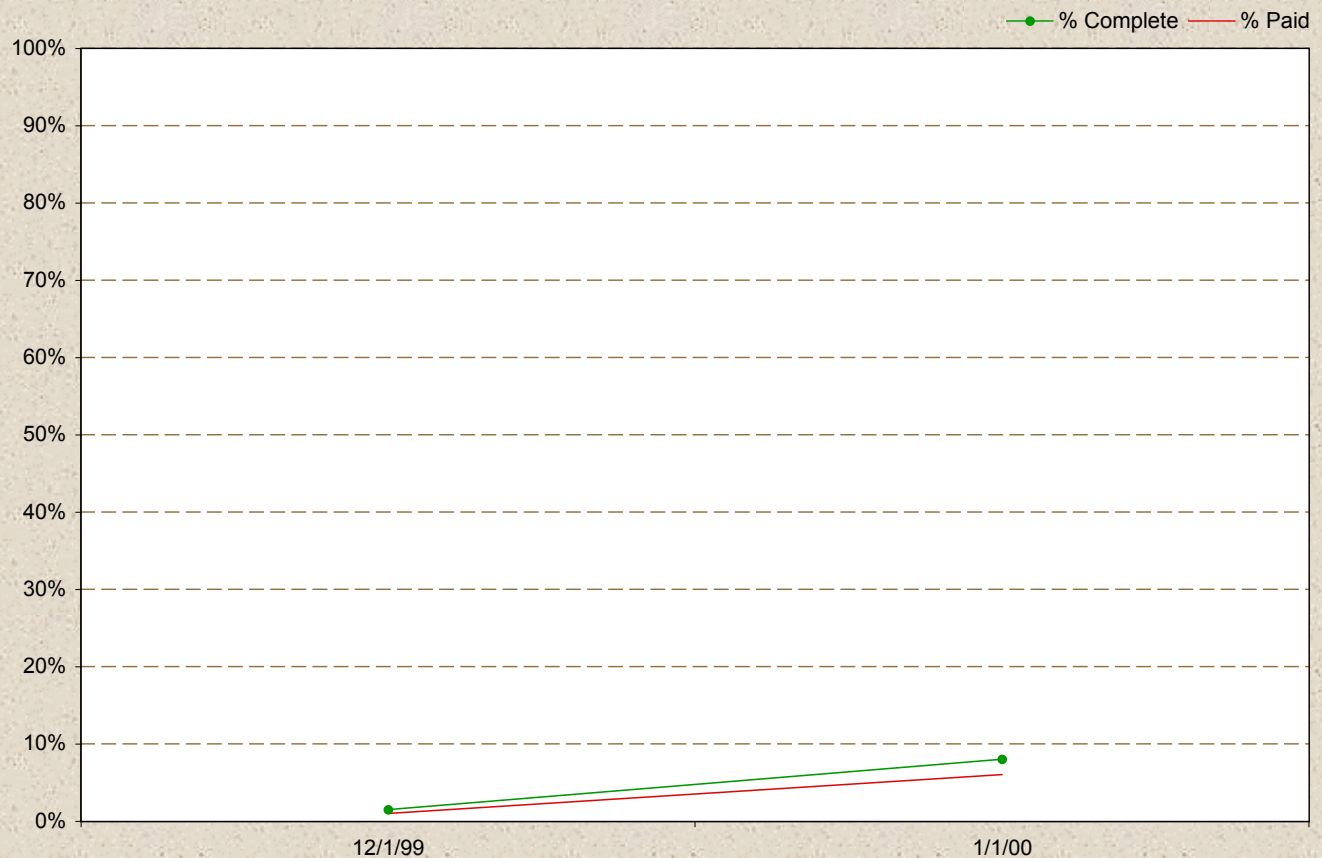
CONTRACT SUMMARY

PROJECT: <sample project>	WORK ORDER NO: <A0-0000>	PAY NO: <2>	INVOICE NO: <# >
CONSULTANT: <name of consultant company>	BILLING PERIOD: <Jan 1, 2000 to Jan 30, 2000>		

PHASE	CURRENT BUDGET	BILLING TO LAST PERIOD	BILLING THIS PERIOD	BILLED TO DATE	% BILLED	% COMPLETE	REMAINING BALANCE
PI	\$34,580.00	\$1,000.00	\$5,000.00	\$6,000.00	17%		\$28,580.00
PII	\$21,800.00						\$21,800.00
Retainage	(\$2,180.00)						(\$2,180.00)
PII Subtotal	\$19,620.00						\$19,620.00
PIII	\$21,820.00						\$21,820.00
PIV	\$21,800.00						\$21,800.00
TOTALS	\$100,000.00	\$1,000.00	\$5,000.00	\$6,000.00	6%		\$94,000.00

Note: Totals do not include retainage

Payment Log Chart



PROGRESS PAYMENT

PROJECT: <sample project>	PHASE Project Sum	WORK ORDER NO: <A0-0000>	APPROVED OVERHEAD % 80.00%
CONSULTANT: <name of consultant company>		PAYMENT NO: <2>	INVOICE NO: <# >
BILLING PERIOD: <Jan 1, 2000 to Jan 30, 2000>			APPROVED FEE % 10.00%
			CONTRACT DBE % 2.00%

BILLING ITEMS	CURRENT BUDGET	BILLING TO LAST PERIOD	BILLING THIS PERIOD	BILLED TO DATE	% BILLED	REMAINING BALANCE
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LABOR	\$40,000.00					\$40,000.00
- Regular Time (includes Escalation)	\$40,000.00					\$40,000.00
- Premium Overtime						

OVERHEAD @ 80.00% (DL)	\$32,000.00					\$32,000.00
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FEE @ 10.00% (DL & OH)	\$7,200.00					\$7,200.00
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OTHER DIRECT EXPENSES	\$16,780.00	\$1,000.00	\$5,000.00	\$6,000.00	36%	\$10,780.00
- <direct expense item 1>	\$2,000.00					\$2,000.00
- <direct expense item 2>	\$14,780.00	\$1,000.00	\$5,000.00	\$6,000.00	41%	\$8,780.00
- <etc.>						
-						
-						
-						
-						
-						

OUTSIDE SERVICES	\$4,020.00					\$4,020.00
- Consultant Admin. Fee (@ 0%)	\$20.00					\$20.00
- <sub consultant 1's name> <DBE>	\$2,000.00					\$2,000.00
- <sub consultant 2's name>	\$2,000.00					\$2,000.00
- <etc.>						
-						
-						
-						
-						

ADJUSTMENTS						
-						
-						

TOTALS	\$100,000.00	\$1,000.00	\$5,000.00	\$6,000.00	6%	\$94,000.00
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PROGRESS PAYMENT

PROJECT: <sample project>	PHASE I - PR/ENV	WORK ORDER NO: <A0-0000>	APPROVED OVERHEAD % 80.00%
CONSULTANT: <name of consultant company>		PAYMENT NO: <2>	INVOICE NO: < # >
BILLING PERIOD: <Jan 1, 2000 to Jan 30, 2000>			APPROVED FEE % 10.00%
			CONTRACT DBE %

BILLING ITEMS	CURRENT BUDGET	BILLING TO LAST PERIOD	BILLING THIS PERIOD	BILLED TO DATE	% BILLED	REMAINING BALANCE
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LABOR	\$10,000.00					\$10,000.00
- Regular Time (includes Escalation)	\$10,000.00					\$10,000.00
- Premium Overtime						

OVERHEAD @ 80.00% (DL)	\$8,000.00					\$8,000.00
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FEE @ 10.00% (DL & OH)	\$1,800.00					\$1,800.00
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OTHER DIRECT EXPENSES	\$13,780.00	\$1,000.00	\$5,000.00	\$6,000.00	44%	\$7,780.00
- <direct expense item 1>	\$1,000.00					\$1,000.00
- <direct expense item 2>	\$12,780.00	\$1,000.00	\$5,000.00	\$6,000.00	47%	\$6,780.00
- <etc.>						
-						
-						
-						
-						
-						

OUTSIDE SERVICES	\$1,000.00					\$1,000.00
- Consultant Admin. Fee (@ 0%)						
- <sub consultant 1's name> <DBE>						
- <sub consultant 2's name>	\$1,000.00					\$1,000.00
- <etc.>						
-						
-						
-						
-						

ADJUSTMENTS						
-						
-						

TOTALS	\$34,580.00	\$1,000.00	\$5,000.00	\$6,000.00	17%	\$28,580.00
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PROGRESS PAYMENT

PROJECT: <sample project>	PHASE II - PS&E	WORK ORDER NO: <A0-0000>	APPROVED OVERHEAD % 80.00%
CONSULTANT: <name of consultant company>		PAYMENT NO: <2>	INVOICE NO: < # >
BILLING PERIOD: <Jan 1, 2000 to Jan 30, 2000>			APPROVED FEE % 10.00%
			CONTRACT DBE %

BILLING ITEMS	CURRENT BUDGET	BILLING TO LAST PERIOD	BILLING THIS PERIOD	BILLED TO DATE	% BILLED	REMAINING BALANCE
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LABOR	\$10,000.00					\$10,000.00
- Regular Time (includes Escalation)	\$10,000.00					\$10,000.00
- Premium Overtime						

OVERHEAD @ 80.00% (DL)	\$8,000.00					\$8,000.00
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FEE @ 10.00% (DL & OH)	\$1,800.00					\$1,800.00
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OTHER DIRECT EXPENSES	\$1,000.00					\$1,000.00
- <direct expense item 1>						
- <direct expense item 2>	\$1,000.00					\$1,000.00
- <etc.>						
-						
-						
-						
-						
-						

OUTSIDE SERVICES	\$1,000.00					\$1,000.00
- Consultant Admin. Fee (@ 0%)						
- <sub consultant 1's name> <DBE>	\$1,000.00					\$1,000.00
- <sub consultant 2's name>						
- <etc.>						
-						
-						
-						
-						

ADJUSTMENTS						
-						
-						

TOTALS	\$21,800.00					\$21,800.00
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PROGRESS PAYMENT

PROJECT: <sample project>	PHASE III - Bid	WORK ORDER NO: <A0-0000>	APPROVED OVERHEAD % 80.00%
CONSULTANT: <name of consultant company>		PAYMENT NO: <2>	INVOICE NO: < # >
BILLING PERIOD: <Jan 1, 2000 to Jan 30, 2000>			APPROVED FEE % 10.00%
			CONTRACT DBE %

BILLING ITEMS	CURRENT BUDGET	BILLING TO LAST PERIOD	BILLING THIS PERIOD	BILLED TO DATE	% BILLED	REMAINING BALANCE
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LABOR	\$10,000.00					\$10,000.00
- Regular Time (includes Escalation)	\$10,000.00					\$10,000.00
- Premium Overtime						

OVERHEAD @ 80.00% (DL)	\$8,000.00					\$8,000.00
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FEE @ 10.00% (DL & OH)	\$1,800.00					\$1,800.00
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OTHER DIRECT EXPENSES	\$1,000.00					\$1,000.00
- <direct expense item 1>	\$1,000.00					\$1,000.00
- <direct expense item 2>						
- <etc.>						
-						
-						
-						
-						
-						

OUTSIDE SERVICES	\$1,020.00					\$1,020.00
- Consultant Admin. Fee (@ 0%)	\$20.00					\$20.00
- <sub consultant 1's name> <DBE>						
- <sub consultant 2's name>	\$1,000.00					\$1,000.00
- <etc.>						
-						
-						
-						
-						

ADJUSTMENTS						
-						
-						

TOTALS	\$21,820.00					\$21,820.00
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PROGRESS PAYMENT

PROJECT: <sample project>	PHASE IV - CON	WORK ORDER NO: <A0-0000>	APPROVED OVERHEAD % 80.00%
CONSULTANT: <name of consultant company>		PAYMENT NO: <2>	INVOICE NO: < # >
BILLING PERIOD: <Jan 1, 2000 to Jan 30, 2000>			APPROVED FEE % 10.00%
			CONTRACT DBE %

BILLING ITEMS	CURRENT BUDGET	BILLING TO LAST PERIOD	BILLING THIS PERIOD	BILLED TO DATE	% BILLED	REMAINING BALANCE
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LABOR	\$10,000.00					\$10,000.00
- Regular Time (includes Escalation)	\$10,000.00					\$10,000.00
- Premium Overtime						

OVERHEAD @ 80.00% (DL)	\$8,000.00					\$8,000.00
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FEE @ 10.00% (DL & OH)	\$1,800.00					\$1,800.00
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OTHER DIRECT EXPENSES	\$1,000.00					\$1,000.00
- <direct expense item 1>						
- <direct expense item 2>	\$1,000.00					\$1,000.00
- <etc.>						
-						
-						
-						
-						
-						

OUTSIDE SERVICES	\$1,000.00					\$1,000.00
- Consultant Admin. Fee (@ 0%)						
- <sub consultant 1's name> <DBE>	\$1,000.00					\$1,000.00
- <sub consultant 2's name>						
- <etc.>						
-						
-						
-						

ADJUSTMENTS						
-						
-						

TOTALS	\$21,800.00					\$21,800.00
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MAN-HOUR SUMMARY

PROJECT: <sample project>	PHASE Project Summary	WORK ORDER NO: A0-0000	
CONSULTANT: <name of consultant company>		PAYMENT NO: <2>	INVOICE NO: < # >
BILLING PERIOD: <Jan 1, 2000 to Jan 30, 2000>			

PERSONNEL IDENTIFIED IN CONTRACT

[illegible]

CONTRACT TOTALS

PERSONNEL NOT IDENTIFIED IN CONTRACT

[illegible]

NON CONTRACT TOTALS

PROJECT TOTALS

PROGRESS PAYMENT - INVOICE DOCUMENTATION			
PROJECT: <sample project>	WORK ORDER NO: <A0-0000>	PAY NO: <2>	INVOICE NO: < # >
CONSULTANT: <name of consultant company>	BILLING PERIOD: <Jan 1, 2000 to Jan 30, 2000>		

INVOICE

DOCUMENTATION

PROGRESS PAYMENT - SUBCONSULTANT DOCUMENTATION			
PROJECT: <sample project>	WORK ORDER NO: <A0-0000>	PAY NO: <2>	INVOICE NO: < # >
CONSULTANT: <name of consultant company>	BILLING PERIOD: <Jan 1, 2000 to Jan 30, 2000>		

SUBCONSULTANT DOCUMENTATION