*(SAMPLE BILLING INVOICE)*

COMPANY LETTERHEAD

**GREAT ENGINEERS INC.**

Click or tap to enter a date.

Click or tap here to enter recipient's name.

Click or tap here to enter recipient's title.

Montana Department of Transportation

2701 Prospect Ave.

P.O. Box 201001

Helena, MT 59620-1001

Professional Services

|  |  |  |
| --- | --- | --- |
| Example: Research project…. | MDT Contract # | i.e. 110591 |
| i.e. Big Sky Country – North | MDT Charge Account | i.e. 3089053000 PE |
| CN i.e. 3089 | Consultant Invoice # | i.e. #### |

In accordance with the agreement dated Enter Contract Date, between the State of Montana and Click or tap here to enter firm name.

Services from Choose Start Date through Choose End Date

|  |  |
| --- | --- |
| Total Amount of Contract Assignment | $131,944.00 |
| Project Completion | 98% |
|  |  |
| Total Amount Earned to Date | $130,299.67 |
| Total Amount Billed Previously | $(129,634.96) |
|  |  |
| TOTAL AMOUNT DUE THIS BILLING | $664.71 |

Certification:

I hereby certify this claim is correct and just in all respects and that payment or credit has not been received. I further certify all subconsultant claims included with this claim are the result of a legally executed subconsultant agreement that contains all the requirements of the contract between MDT and this firm:

This claim contains no

Mary Jones, Accounting unallowable costs under

Click or tap here to enter firm name 48 CFR 31.2

For any questions regarding this invoice contact at Tel #

**COMPANY LETTERHEAD**

**GREAT ENGINEERS INC.**

Page: X of X

Invoice No: i.e. ####

Project No: Enter Internal # if Applicable

Date: Click or tap to enter a date.

|  |  |
| --- | --- |
| Example: Research project…. |  |
| i.e. Big Sky Country – North |  |
| UPN i.e. 3089 |  |

|  |  |  |
| --- | --- | --- |
|  | This  Invoice | Cumulative |
|  |  |  |
| LABOR | $73.00 | $31,510.65 |
| OVERHEAD 145% | 105.85 | 45,690.44 |
|  | -------------- | -------------- |
| SUBTOTAL LABOR | $178.85 | $77,201.09 |
|  | -------------- | -------------- |
| SUBCONSULTANTS (Invoices Attached) | $464.40 | $40,446.59 |
|  | -------------- | -------------- |
| DIRECT EXPENSE | $0.00 | $3,387.86 |
|  | -------------- | -------------- |
| TOTAL COSTS | $643.25 | $121,035.54 |
|  | -------------- | -------------- |
| FIXED FEE (12% OF LABOR) | $21.46 | $9,264.13 |
|  | -------------- | -------------- |
| TOTAL DUE THIS INVOICE | $664.71 | $130,299.67 |

**DBE TRACKING - PAID SINCE LAST INVOICE**

Report payment information to all DBE and Non-DBE subconsultants in the Subcontractor Payment Reporting system: <https://app.mdt.mt.gov/spr/>

|  |  |  |
| --- | --- | --- |
| ***TRIBAL EMPLOYEE RIGHTS OFFICE (TERO) TRACKING*** | | |
| *Reservation: Fort Peck* | | |
|  | *This Invoice* | *Cumulative* |
| *Total Cost of Work Completed w/in Reservation Boundary* | *$0.00* | *$0.00* |
| *3% of Total Cost* | *$0.00* | *$0.00* |

**COMPANY LETTERHEAD**

**GREAT ENGINEERS INC.**

Page: X of X

Invoice No: i.e. ####

Project No: Click or tap here to enter text.

Date: Click or tap to enter a date.

|  |  |
| --- | --- |
| Example: Research project…. |  |
| i.e. Big Sky Country – North |  |
| UPN i.e. 3089 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ENGINEERING SERVICES | EMPLOYEE | HOURS | RATE | AMOUNT |
| PROJECT MANAGER | Bill Jones | 1.00 | $50.00 | $50.00 |
|  |  |  |  |  |
| CIVIL ENGINEER II | Ed Blake | 0.00 | 41.00 | 0.00 |
|  |  |  |  |  |
| CIVIL ENGINEER II | Flo Smith | 0.00 | 41.00 | 0.00 |
|  |  |  |  |  |
| DESIGNER/DRAFTSMAN | Rick Deeds | 0.00 | 31.00 | 0.00 |
|  |  |  |  |  |
| SECRETARY/CLERICAL | Bob Able | 1.00 | 23.00 | 23.00 |
|  |  |  |  | -------- |
|  |  |  |  | $73.00 |

|  |  |  |
| --- | --- | --- |
| DIRECT EXPENSE | This  Invoice | Cumulative |
|  |  |  |
| Computer (rate/hour) | 0.00 | 0.00 |
| Title Commitments | 0.00 | 0.00 |
| Federal Express & Postage | 0.00 | 216.02 |
| Mileage (GSA rate/mile, # miles this invoice) | 0.00 | 0.00 |
| Lodging (# of nights for this invoice, GSA rate location) | 0.00 | 1,160.91 |
| Meals 1st/last day of travel (# of units, GSA rate location) | 0.00 | 41.25 |
| Meals (# of units, GSA rate location) | 0.00 | 55.00 |
| Photo Processing and Reproduction | 0.00 | 975.32 |
| Supplies for Sampling | 0.00 | 39.07 |
| Phone | 0.00 | 199.74 |
| Plan Review Fee | 0.00 | 550.00 |
| Itemize additional Direct Expenses as appropriate |  |  |
|  | ------- | ----------- |
| TOTAL ALLOWABLE DIRECT EXPENSE | $0.00 | $3,237.31 |

**COMPANY LETTERHEAD**

**GREAT ENGINEERS INC.**

Page: X of X

Invoice No: i.e. ####

Project No: Click or tap here to enter text.

Date: Click or tap to enter a date.

|  |  |
| --- | --- |
| Example: Research project…. |  |
| i.e. Big Sky Country – North |  |
| UPN i.e. 3089 |  |

|  |  |  |
| --- | --- | --- |
| SUBCONSULTANT SERVICES | This  Invoice | Cumulative |
|  |  |  |
| DHC Engineering (Geotechnical) | $0.00 | $7,533.61 |
| Acme Surveying (Land Surveys) | 464.40 | 10,593.89 |
| B&L Company (Landscape Architect) | 0.00 | 5,369.33 |
| Bert Bowman (Hydrogeologist) | 0.00 | 2.342.10 |
| Gus Gordon (Backhoe Operator for Geotechnical) | 0.00 | 1,080.00 |
| Del Bowman & Co. (Mechanical & Electrical) | 0.00 | 12,513.66 |
| Beverly Cox (Drafting) | 0.00 | 1,014.00 |
|  | -------- | ------------ |
| TOTAL SUBCONSULTANT SERVICES | $464.40 | $40,446.56 |