



# MaineDOT

November 2008

## CONSULTANT CONTRACT STANDARD INVOICE

### Negotiated Rates - WITH Sub Consultants

# WORKBOOK GUIDE

(Microsoft Excel 2002)

#### **EACH INVOICE SUBMITTED MUST:**

1. CONTAIN DATA FOR ONE CONTRACT ONLY, INCLUDING MULTI-PIN DETAIL AS APPROPRIATE.
2. CONTAIN A "CONSULTANT INVOICE NUMBER" THAT IS UNIQUE TO THAT FIRM AND CONTRACT WITH NO MORE THAN 12 CHARACTER FIELDS USED (including punctuation and spaces).
3. INCLUDE THE SAME SUPPORTING INFORMATION ATTACHED TO THE INVOICE AS IN THE PAST.

1) Do not try to enter data into blue colored cells, they are filled by formula, or by link from another cell in the workbook. Yellow and pink colored cells are for data entry. Yellow cells should only require data entry with the first invoice for a contract; pink cells will need review and possibly update with each invoice submitted.

2) Sheet 2 of 3, top right side, "Final Invoice?", must indicate either "yes" or "no" and should not be left blank. This not only aids processing, but also provides critical data for formulas and cells on other sheets.

3) The MaineDOT PIN field is preformatted to produce an 8 digit number in decimal format. Do not enter a decimal point. The last 2 digits entered must be the 2 digits to the right of the decimal (even zeros), but no decimal should be shown. Do not enter leading zeros.

4) The payment address can be entered directly on Sheet 1 if it is different than the firm address entered on the Main Data Entry form.

5) Comment boxes have been added to a number of data entry fields to help clarify input intentions, or identify specific needs in those cells.

6) Function and Activity coding for PIN lines on Sheet 3 of 3 is not mandatory to submit a completed invoice, but should be entered if known, especially for multiPIN projects.

**Negotiated Burdened  
or Commercial Rates**  
(WITH SUB CONSULTANTS)

State of Maine Department of Transportation  
Transportation Building 16 State House Station  
Augusta, Maine 04333-0016

**\*\*In Account With\*\***

Street (PO Box) \_\_\_\_\_  
Town, State ZIP \_\_\_\_\_

<=Firm Name

<=Payment mailing address

P.V. #: \_\_\_\_\_  
CT #: \_\_\_\_\_  
CSN #: \_\_\_\_\_  
Vendor/Customer #: \_\_\_\_\_  
TEDOCS #: \_\_\_\_\_  
Doc. Date: \_\_\_\_\_  
Doc. Type: \_\_\_\_\_  
OUC: \_\_\_\_\_  
Author: \_\_\_\_\_

Vendor/Customer # => \_\_\_\_\_

Invoice Date: \_\_\_\_\_

Consultant Invoice Number: \_\_\_\_\_  
Invoice Period: \_\_\_\_\_  
State Contract Number: \_\_\_\_\_  
Project Contract Award Date: \_\_\_\_\_  
Project Contract Completion Date: \_\_\_\_\_

Consultant Project #: \_\_\_\_\_  
MaineDOT PIN: \_\_\_\_\_  
Federal Project #: \_\_\_\_\_  
Project Name: \_\_\_\_\_

I hereby certify that the signature below is true and accurate. I further certify, if electronic, that it (a) is intended to have the same force as a manual signature, (b) is unique to myself, (c) is capable of verification, and (d) is under the sole control of myself. Initials: \_\_\_\_\_

Signed: \_\_\_\_\_  
Please Type: **Name, Title**

	Amount Invoiced This Period	Total Amount Previously Invoiced	Cumulative Amount Invoiced To Date	Contract Amounts	Contract Balance
Straight Time/Work =					
Overtime =					
<b>Sub-Total =</b>					
<b>Direct Expenses =</b>					
Subconsultant Summary: DBE/WBE => yes/no					
<b>Sub-Total: Subconsultants =</b>					
<b>Total Invoice Amounts =</b>					
<b>TOTAL AMOUNT DUE THIS INVOICE</b>					

Approved by: \_\_\_\_\_  
MaineDOT Program/Project Manager \_\_\_\_\_ Date \_\_\_\_\_  
(Work performed as specified)









**CONSULTANT LETTERHEAD**

**Maine Department of Transportation - Standard Invoice**

Invoice Date:

**Sub Consultant Detail**

Consultant Name:   
 Vendor/Customer #:   
 Consultant Invoice #:   
 Invoice Period:   
 State Contract Number:   
 Contract Award Date:   
 Contract Complete Date:

Consultant Project #:   
 MaineDOT PIN:   
 Federal Project #:   
 Project Title/Location:

**Summary of DBE/WBE Participation:**

DBE/WBE - yes/no =>	Amounts This Invoice							Invoice Sub Total DBE/WBE Subs Only #1-7	Invoice Sub Total All Subs #1-7
	Subconsultant #1	Subconsultant #2	Subconsultant #3	Subconsultant #4	Subconsultant #5	Subconsultant #6	Subconsultant #7		
Subconsultants #1 - #7 MaineDOT PIN									
000000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
<b>INVOICE TOTALS #1 - #7</b>									
Previously Invoiced									
Subcontract Amount									
Subcontract Balance									

**Invoice Totals Subconsultants #1- #14**

Total Contract Amount =

	Value	Percentage	
DBE Subconsultant Contract Amount =	<input type="text"/>	#DIV/0!	of Contract
DBE Subconsultant Program Commitment =	<input type="text"/>		of Program
Accrued Contract Billings to Date =	<input type="text"/>	#DIV/0!	of Contract
Accrued DBE Billings to Date =	<input type="text"/>	#DIV/0!	of DBE Amount



Yes  
No