



## CONSULTANT CONTRACT STANDARD INVOICE

### Regional - 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.
- 7) Regional "Invoice Detail" sheets have been added to this workbook to allow for sign-off by Regional Managers, as well as roll up into a "(SUM)2of3InvoiceDetail" sheet in a "master" invoice. Individual sheets can be shared electronically and printed for local signature.

**REGIONAL Negotiated  
Burdened 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. #:  
ENC/UENC #:  
CSN #:  
Vendor/Customer #:  
TEDOCS #:  
Doc. Date:  
Doc. Type:  
OUC:  
Author:

Vendor/Customer # =>

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

Invoice 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  
(Work performed as specified)

Date



**Consultant Standard Invoice Detail - Region 1**

**Final Invoice ? YES/NO => =>**

Contract Information	
State Contract #	
MaineDOT Contract Sequence # (CSN)	
Consultant Project #	
Award Date (mm/dd/yy)	
Completion Date (mm/dd/yy)	
Contract Total Straight Time \$	
Contract Total Overtime \$	
Contract Total Expenses \$	

Company Information	
Firm Name	
Address	
Vendor/Customer #	
Firm Is DBE/WBE (yes/no)	

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

(Work performed as specified)

MaineDOT Manager - Region 1
Date

Invoice Information	
Invoice Date (mm/dd/yy)	
Consultant Invoice #	
Invoice Start Date (mm/dd/yy)	
Invoice End Date (mm/dd/yy)	
Previously Invoiced Straight Time \$	
Previously Invoiced Overtime \$	
Previously Invoiced Total \$	

COMMENTS:

**Invoice Detail - Labor and Expenses:**

Individual - NAME, Title	MaineDOT PIN	<= Burdened or Commercial Rate =>						<= Direct Expense Detail =>						Total THIS INVOICE			
		Straight Time			Overtime			Straight/OT Total Amount	Mileage			Travel	Postage Delivery Printing		Phone FAX	Other	Direct Expense Total
		Work Unit	Rate	Amount	Work Unit	Rate	Amount		#	Rate	Amount						
Name 1, Title 1	000000.00	0.000	0.0000		0.000	0.0000											
Name 2, Title 2																	
Name 3, Title 3																	
<b>Totals =</b>																	

**NOTE:** Formulas in total cells above can be over-written with a number as long as paper copies with individual line detail are attached to the invoice.

**Maine Department of Transportation**

**Consultant Standard Invoice Detail - Region 2**

**Final Invoice ? YES/NO => =>**

Contract Information	
State Contract #	
MaineDOT Contract Sequence # (CSN)	
Consultant Project #	
Award Date (mm/dd/yy)	
Completion Date (mm/dd/yy)	
Contract Total Straight Time \$	
Contract Total Overtime \$	
Contract Total Expenses \$	

Company Information	
Firm Name	
Address	
Vendor/Customer #	
Firm Is DBE/WBE (yes/no)	

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

(Work performed as specified)

MaineDOT Manager - Region 2	Date

Invoice Information	
Invoice Date (mm/dd/yy)	
Consultant Invoice #	
Invoice Start Date (mm/dd/yy)	
Invoice End Date (mm/dd/yy)	
Previously Invoiced Straight Time \$	
Previously Invoiced Overtime \$	
Previously Invoiced Total \$	

COMMENTS:

**Invoice Detail - Labor and Expenses:**

Individual - NAME, Title	MaineDOT PIN	<= Burdened or Commercial Rate =>						<= Direct Expense Detail =>					Total THIS INVOICE				
		Straight Time			Overtime			Mileage			Travel	Postage Delivery Printing		Phone FAX	Other	Direct Expense Total	
		Work Unit	Rate	Amount	Work Unit	Rate	Amount	Straight/OT Total Amount	#	Rate							Amount
Name 1, Title 1	000000.00	0.000	0.0000		0.000	0.0000											
Name 2, Title 2																	
Name 3, Title 3																	
<b>Totals =</b>																	

**NOTE:** Formulas in total cells above can be over-written with a number as long as paper copies with individual line detail are attached to the invoice.

**Maine Department of Transportation**

**Consultant Standard Invoice Detail - Region 3**

**Final Invoice ? YES/NO => =>**

Contract Information	
State Contract #	
MaineDOT Contract Sequence # (CSN)	
Consultant Project #	
Award Date (mm/dd/yy)	
Completion Date (mm/dd/yy)	
Contract Total Straight Time \$	
Contract Total Overtime \$	
Contract Total Expenses \$	

Company Information	
Firm Name	
Address	
Vendor/Customer #	
Firm Is DBE/WBE (yes/no)	

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

(Work performed as specified)

MaineDOT Manager - Region 3	Date

Invoice Information	
Invoice Date (mm/dd/yy)	
Consultant Invoice #	
Invoice Start Date (mm/dd/yy)	
Invoice End Date (mm/dd/yy)	
Previously Invoiced Straight Time \$	
Previously Invoiced Overtime \$	
Previously Invoiced Total \$	

COMMENTS:

**Invoice Detail - Labor and Expenses:**

Individual - NAME, Title	MaineDOT PIN	<= Burdened or Commercial Rate =>						<= Direct Expense Detail =>						Total THIS INVOICE				
		Straight Time			Overtime			Straight/OT Total Amount	Mileage			Travel	Postage Delivery Printing		Phone FAX	Other	Direct Expense Total	
		Work Unit	Rate	Amount	Work Unit	Rate	Amount		#	Rate	Amount							
Name 1, Title 1	000000.00	0.000	0.0000		0.000	0.0000												
Name 2, Title 2																		
Name 3, Title 3																		
<b>Totals =</b>																		

**NOTE:** Formulas in total cells above can be over-written with a number **as long as paper copies with individual line detail are attached to the invoice.**

Consultant Standard Invoice Detail - Region 4

Final Invoice ? YES/NO => =>

**Contract Information**

State Contract #  
 MaineDOT Contract Sequence # (CSN)  
 Consultant Project #  
 Award Date (mm/dd/yy)  
 Completion Date (mm/dd/yy)  
 Contract Total Straight Time \$  
 Contract Total Overtime \$  
 Contract Total Expenses \$

**Company Information**

Firm Name  
 Address  
 Vendor/Customer #  
 Firm Is DBE/WBE (yes/no)

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

(Work performed as specified)

MaineDOT Manager - Region 4 \_\_\_\_\_ Date \_\_\_\_\_

**Invoice Information**

Invoice Date (mm/dd/yy)  
 Consultant Invoice #  
 Invoice Start Date (mm/dd/yy)  
 Invoice End Date (mm/dd/yy)  
 Previously Invoiced Straight Time \$  
 Previously Invoiced Overtime \$  
 Previously Invoiced Total \$

**COMMENTS:**

Invoice Detail - Labor and Expenses:

Individual - NAME, Title	MaineDOT PIN	<= Burdened or Commercial Rate =>							<= Direct Expense Detail =>					Total THIS INVOICE				
		Straight Time			Overtime				Mileage			Travel	Postage Delivery Printing		Phone FAX	Other	Direct Expense Total	
		Work Unit	Rate	Amount	Work Unit	Rate	Amount	Straight/OT Total Amount	#	Rate	Amount							
Name 1, Title 1	000000.00	0.000	0.0000		0.000	0.0000		0.00	0.00		0.00	0.00	0.00	0.00	0.00			
Name 2, Title 2																		
Name 3, Title 3																		
<b>Totals =</b>																		

**NOTE:** Formulas in total cells above can be over-written with a number as long as paper copies with individual line detail are attached to the invoice.

**Consultant Standard Invoice Detail - Region 5**

**Final Invoice ? YES/NO => =>**

Contract Information	
State Contract #	
MaineDOT Contract Sequence # (CSN)	
Consultant Project #	
Award Date (mm/dd/yy)	
Completion Date (mm/dd/yy)	
Contract Total Straight Time \$	
Contract Total Overtime \$	
Contract Total Expenses \$	

Company Information	
Firm Name	
Address	
Vendor/Customer #	
Firm Is DBE/WBE (yes/no)	

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

(Work performed as specified)

MaineDOT Manager - Region 5	Date

Invoice Information	
Invoice Date (mm/dd/yy)	
Consultant Invoice #	
Invoice Start Date (mm/dd/yy)	
Invoice End Date (mm/dd/yy)	
Previously Invoiced Straight Time \$	
Previously Invoiced Overtime \$	
Previously Invoiced Total \$	

COMMENTS:

**Invoice Detail - Labor and Expenses:**

Individual - NAME, Title	MaineDOT PIN	<= Burdened or Commercial Rate =>						<= Direct Expense Detail =>					Direct Expense Total	Total THIS INVOICE		
		Straight Time		Overtime		Straight/OT Total Amount	Mileage			Travel	Postage Delivery Printing	Phone FAX			Other	
		Work Unit	Rate	Amount	Work Unit		Rate	Amount	#							Rate
Name 1, Title 1	000000.00	0.000	0.0000		0.000	0.0000		0.00	0.00		0.00	0.00	0.00	0.00		
Name 2, Title 2																
Name 3, Title 3																
<b>Totals =</b>																

**NOTE:** Formulas in total cells above can be over-written with a number as long as paper copies with individual line detail are attached to the invoice.





**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**

**Yes**

**No**