



MaineDOT

June 2013

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 tan colored cells are for data entry. Yellow cells should only require data entry with the first invoice for a contract; tan 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) Changes have been made to the invoice workbook that will allow credits or adjustments to an invoice once all other data and workbook calculations have been completed. These changes are on Sheet #1 and provide for data entry detailing needed adjustments just above "Total Amount Due This Invoice".

**Negotiated Burdened
or Commercial Rates**

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

****In Account With****

Internal Use Only

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

Street (PO Box)		<=Firm Name
Town, State ZIP		<=Payment mailing address

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 =					
Sub-Total =					
Direct Expenses =					
Subconsultant Summary: DBE/WBE => yes/no					
Sub-Total: Subconsultants =					
Total Invoice Amounts =					
Invoice Credits/Adjustments =					
Detail:					
1) _____					
2) _____					
3) _____					
TOTAL AMOUNT DUE THIS INVOICE =					

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

CONSULTANT LETTERHEAD

Invoice Date:

Maine Department of Transportation - Standard Invoice

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		
INVOICE TOTALS #1 - #7									
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