



CONSULTANT CONTRACT STANDARD INVOICE

Cost Plus Fixed Fee - Burdened Rate - Lump Sum

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 SHEET 4 OF 5, SUBCONSULTANT DBE/WBE DETAIL, EVEN IF TOTALS ARE ZERO.
4. INCLUDE THE SAME SUPPORTING INFORMATION ATTACHED TO THE INVOICE AS IN THE PAST.

1) Yellow and pink colored cells are for data entry. Pink cells will need review or update with each invoice submitted, many yellow cells should only require data entry with the first invoice for a contract. Data for blue colored cells is derived by formula, or by link from another cell in the workbook.

2) It is suggested that you begin with **Sheet 2 of 5** Contract Data, adding Company and Contract information. Be sure to determine which "Yes/No" question in the upper left corner applies to your contract (Lump Sum contracts may have 2 yes answers). This determines which Summary Sheet (1A, 1B, or 1C) is filled with data. **Sheet 3 of 5**, Direct Labor Detail and **Sheet 4 of 5**, Sub consultant Detail should be self explanatory. Finally, **Sheet 5 of 5** breaks down invoice costs by MaineDOT PIN, including direct expense detail if appropriate. Totals from this Sheet are fed back to the appropriate Sheet 1; if they don't match direct labor and sub consultant data on Sheets 3 and 4 then an "Error" message appears.

3) **Sheet 2 of 5**, 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.

4) The Workbook does not include an entry anywhere for the amount of Contract Fixed Fee being invoiced. **Sheet 2 of 5** Contract Data does require entry of the percentage of total contract fixed fee earned to date (% Complete To Date), in order to calculate the amount of fixed fee due on each invoice.

5) Overhead amounts are listed but not calculated by formula on **Sheet 2 of 5** Contract Data. This prevents rounding differences with local software programs. The cells are not protected, so formulas to calculate these values line by line can be inserted if desired.

CONSULTANT CONTRACT STANDARD INVOICE

Cost Plus Fixed Fee - Burdened Rate - Lump Sum**WORKBOOK GUIDE - Continued**

(Microsoft Excel 2002)

6) **Sheet 3 of 5** does not require data for Lump Sum contracts unless you are submitting a final invoice.

7) **Sheet 4 of 5, Subconsultant Detail**, must always be completed whenever subconsultants are used, even with Lump Sum contracts.

8) **Sheet 1C of 5** (Lump Sum) will show only a summary of labor, overhead and profit or lump sum costs with each invoice up to the final invoice. Final invoice submittal requires labor, overhead and profit breakdowns for the entire contract (See Note #9 below).

9) An additional **Sheet 1CF of 5** (Lump Sum) has been added to summarize **labor, overhead and profit total effort values for the entire contract at final invoice**. These values are to be reported in detail on Sheets 2-5 as appropriate when submitting a Lump Sum final invoice.

10) **All Sheets** are password protected, but **Sheet 3 of 5** does allow local sorting of fields such as name and PIN.

11) 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.

12) The payment address can be entered directly on Sheet 1 if it is different than the firm address entered on Sheet 2. **It is very important that the Vendor/Customer # entered on Sheet 2 (if your firm has more than one) be the number associated with your desired payment address.**

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

14) Function and Activity coding for PIN lines on **Sheet 5 of 5** is not mandatory to submit a completed invoice, but should be entered if known, especially for multiPIN projects.

15) A column has been added on the right side of Sheet 2 to allow for adjustments to contract totals when changes are made to contract overhead amounts. If the Firm's overhead rate changes during the life of the contract, but the total contract amount does not and no other off-setting adjustments are made to the remaining contract cost components; then an off-setting value is needed in this column.

State of Maine Department of Transportation
 Transportation Building 16 State House Station
 Augusta, Maine 04333-0011

Payment Type:
 * Cost Plus Fixed Fee

**In Account With*

Invoices R Us <= Firm Name
 Easy Street <= Payment mailing
 AnyTown, State ZIP address

Vendor/Customer # => VC9876543210

P.V. #:
 CT #: 2009000000000000002
 CSN #: 98765
 Vendor/Customer #: VC9876543210
 TEDOCS #:
 Doc. Date:
 Doc. Type:
 OUC:
 Author:

Invoice Date: June 30, 2009

Consultant Invoice Number: 7
 Invoice Period: 6/1/2009 to 6/30/2009
 State Contract Number: 2009000000000000002
 Project Contract Award Date: 10/01/08
 Project Contract Completion Date: 09/30/09

Consultant Project #: 4321
 MaineDOT PIN: MultiPIN
 Federal Project #: MultiProject
 Project Name: MultiProject

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: <i>Name, Title</i>	Amount Invoiced This Period	Total Amount Previously Invoiced	Cumulative Amount Invoiced To Date	Contract Amounts	Contract Balance
Straight Direct Labor =	\$2,595.00	\$2,000.00	\$4,595.00	\$10,000.00	\$5,405.00
Straight Time Overhead =	\$3,892.50	\$5,000.00	\$8,892.50	\$15,000.00	\$6,107.50
Overtime Direct Labor =	\$435.00	\$1,000.00	\$1,435.00	\$5,000.00	\$3,565.00
Overtime Overhead =	\$870.00	\$3,000.00	\$3,870.00	\$10,000.00	\$6,130.00
Sub Total Direct Labor + Overhead =	\$7,792.50	\$11,000.00	\$18,792.50	\$40,000.00	\$21,207.50
Fixed Fee =	\$5,000.00	\$5,000.00	\$10,000.00	\$20,000.00	\$10,000.00
Sub-Total: DL + OH + Fee =	\$12,792.50	\$16,000.00	\$28,792.50	\$60,000.00	\$31,207.50
Direct Expenses (see Sheet 5 of 5 for detail) =	\$1,264.44	\$1,000.00	\$2,264.44	\$5,000.00	\$2,735.56
Subconsultant Summary: DBE/WBE => yes/no					
It Ain't Me Yes	\$5,000.00	\$2,500.00	\$7,500.00	\$8,000.00	\$500.00
Willy & The Boys No	\$1,500.00	\$500.00	\$2,000.00	\$2,000.00	
Sub-Total: Subconsultants =	\$6,500.00	\$3,000.00	\$9,500.00	\$10,000.00	\$500.00
Total Invoice Amounts =	\$20,556.94	\$20,000.00	\$40,556.94	\$75,000.00	\$34,443.06

TOTAL AMOUNT DUE THIS INVOICE = \$20,556.94

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

Consultant Standard Invoice - Contract Data Entry Form

Contract Information

State Contract #	20090000000000000002
MaineDOT Contract Sequence # (CSN)	98765
Consultant Project #	4321
Cost Plus Fixed Fee (Yes/No)	Yes
Burdened Hourly Rate or Cost per Unit (Yes/No)	
Lump Sum (Yes/No)	
Lump Sum for Labor+OH+Profit ONLY (Yes/No)	
Award Date	October 1, 2008
Completion Date	September 30, 2009

Final Invoice ? YES/NO => No

Current Invoice Information

Invoice Date =>	6/30/2009
Consultant Invoice #	7
Invoice Start Date (mm/dd/yy)	06/01/09
Invoice End Date (mm/dd/yy)	06/30/09
% Complete To Date (FF or Lump Sum)	50.0000%

Consultant Project #:	4321
MaineDOT PIN:	MultiPIN
Federal Project #:	MultiProject
Project Title/Location:	MultiProject

Company Information

Firm Name	Invoices R Us
Address	Easy Street AnyTown, State ZIP
Vendor/Customer #	VC9876543210
Firm Is DBE/WBE	

	Straight Direct Labor Amount	Straight Overhead Rate	Straight Overhead Amount	Overtime Direct Labor Amount	Overtime Overhead Rate	Overtime Overhead Amount	N/A	Profit N/A	Fixed Fee Amount	Lump Sum N/A	Mileage Rate \$/mile	Direct Expense Amount	Sub Consultant Amount	TOTALS	Overhead Adjust Offset
Contract Values:															
Original Contract	10,000.00	150.0000%	15,000.00	5,000.00	200.0000%	10,000.00	0.0000%	0.00	20,000.00	0.00	0.44	5,000.00	10,000.00	75,000.00	
Mod #1															0.00
Mod #2															
Mod #3															
Mod #4															
Mod #5															
Mod #6															
Mod #7															
Mod #8															
Mod #9															
Mod #10															
Mod #11															
Mod #12															
Mod #13															
Mod #14															
Mod #15															
Mod #16															
Mod #17															
Mod #18															
Mod #19															
Mod #20															
Mod #21															
Mod #22															
Mod #23															
Mod #24															
Mod #25															
Total Contract Value	\$10,000.00		\$15,000.00	\$5,000.00		\$10,000.00			\$20,000.00			\$5,000.00	\$10,000.00	\$75,000.00	
Previously Invoiced Total	\$2,000.00		\$5,000.00	\$1,000.00		\$3,000.00			\$5,000.00			\$1,000.00	\$3,000.00	\$20,000.00	
Current Invoice Total	\$2,595.00		\$3,892.50	\$435.00		\$870.00			\$5,000.00			\$1,264.44	\$6,500.00	\$20,556.94	
Contract Balance	\$5,405.00		\$6,107.50	\$3,565.00		\$6,130.00			\$10,000.00			\$2,735.56	\$500.00	\$34,443.06	

CONSULTANT LETTERHEAD

Maine Department of Transportation - Standard Invoice

Invoice Date: 6/30/2009

DIRECT LABOR DETAIL

Consultant Name: Invoices R Us
 Vendor/Customer #: VC9876543210
 Consultant Invoice Number: 7
 Invoice Period: 6/1/2009 to 6/30/2009
 State Contract Number: 20090000000000000002
 Contract Award Date: 10/01/08
 Contract Completion Date: 09/30/09

Consultant Project #: 4321
 MaineDOT PIN: MultiPIN
 Federal Project #: MultiProject
 Project Title/Location: MultiProject

Summary of Direct Labor:

NAME	Individual TITLE	MaineDOT PIN	Straight Direct Labor			Overtime Direct Labor			TOTAL Labor
			Time Unit	Rate	Amount	Time Unit	Rate	Amount	Amount
Ziggy	Dog #1	012345.00	50.000	45.0000	\$2,250.00	4.000	65.0000	\$260.00	\$2,510.00
Cowboy	Dog #2	012345.00	10.000	23.0000	\$230.00	5.000	35.0000	\$175.00	\$405.00
Soli	Horse #1	012345.10	5.000	23.0000	\$115.00				\$115.00
Name 4	Title 4								
Total Direct Labor =			65.000		\$2,595.00	9.000		\$435.00	\$3,030.00

CONSULTANT LETTERHEAD

Maine Department of Transportation - Standard Invoice

Invoice Date: **6/30/2009**

SUB CONSULTANT DETAIL

Consultant Project #: 4321
 MaineDOT PIN: MultiPIN
 Federal Project #: MultiProject
 Project Title/Location: MultiProject

Consultant Name: Invoices R Us
 Vendor/Customer #: VC9876543210
 Consultant Invoice #: 7
 Invoice Period: 6/1/2009 to 6/30/2009
 Contract Number: 20090000000000000002
 Contract Award Date: 10/01/08
 Contract Complete Date: 09/30/09

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
	Yes	No							
Subconsultants #1 - #7 MaineDOT PIN	It Ain't Me	Willy & The Boys	Name Sub #3	Name Sub #4	Name Sub #5	Name Sub #6	Name Sub #7		
012345.00	5,000.00	1,500.00	0.00	0.00	0.00	0.00	0.00	\$5,000.00	\$6,500.00
INVOICE TOTALS #1 - #7	\$5,000.00	\$1,500.00						\$5,000.00	\$6,500.00
Previously Invoiced	2,500.00	500.00						\$2,500.00	\$3,000.00
Total Subconsultant Contract Amount	8,000.00	2,000.00						\$8,000.00	\$10,000.00
Subcontract Balance	\$500.00							\$500.00	\$500.00

Invoice Totals Subconsultants #1- #14 | \$5,000.00 | \$6,500.00

Total Contract Amount = **\$75,000.00**

	Value	Percentage	
DBE Subconsultant Contract Amount =	\$8,000.00	10.67%	of Contract
DBE Subconsultant Program Commitment =	\$6,000.00	8.00%	of Program
Accrued Contract Billings to Date =	\$40,556.94	54.08%	of Contract
Accrued DBE Billings to Date =	\$7,500.00	93.75%	of DBE Amount

CONSULTANT LETTERHEAD

Maine Department of Transportation - Standard Invoice

Invoice Date: **6/30/2009**

PIN DETAIL

Overhead-Profit/Fee-Expenses

Consultant Name: **Invoices R Us**
 Vendor/Customer #: **VC9876543210**
 Consultant Invoice #: **7**
 Invoice Period: **6/1/2009 to 6/30/2009**
 State Contract Number: **20090000000000000002**
 Contract Award Date: **10/01/08**
 Contract Complete Date: **09/30/09**

Consultant Project #: **4321**
 MaineDOT PIN: **MultiPIN**
 Federal Project #: **MultiProject**
 Project Title/Location: **MultiProject**

MaineDOT PIN	Federal Project Number	Town Name(s)	Fun/Act Coding	<= Labor + OH + Profit/Fee						Direct Expenses =>							Sub Consultant Amount	PIN Total This Period	
				Straight Direct Labor Amount	Straight Overhead Amount	Overtime Direct Labor Amount	Overtime Overhead Amount	Profit or % Compl	Profit or Fee Amount	Mileage			Travel	Postage Delivery Printing	Phone FAX	Other			Direct Expense Amount
										Number	Rate	Amount							
012345.00	NH-01-7(003)X	Somewhere	25/D33	2,480.00	3,720.00	435.00	870.00	50.0000%	4,815.53	600.00	0.44	264.00	1,000.00	0.44			1,264.44	6,500.00	20,084.97
012345.10	NH-01-7(004)X	Over The Rainbow	25/D33	115.00	172.50			50.0000%	184.47										471.97
TOTAL INVOICE AMOUNTS => (Includes Sheet 5b if used)				\$2,595.00	\$3,892.50	\$435.00	\$870.00		\$5,000.00	600.00		\$264.00	\$1,000.00	\$0.44			\$1,264.44	\$6,500.00	\$20,556.94

**Invoice Direct Labor Totals Above Match
 Those on Sheet 3 of 5 Direct Labor**

**Invoice Sub Consultant Total Above Matches
 Total on Sheet 4 of 5 Sub Consultant**

