***Letter 20: Completion of Work and Final Invoice (State Project)***

***INSTRUCTIONS:*** *This must be submitted on letterhead with all requested documentation.*

     , Project Manager

Maine Department of Transportation

Bureau of Project Development, Multimodal Program

16 State House Station

Augusta, ME 04333-0016

**Subject: Final Invoice & Notification of Completion of Work**

MaineDOT WIN      ; Contract #:

Dear      :

The Municipality of       hereby certifies that the contractor has completed all work on the subject project in accordance with the contract and approved modifications, and that:

* The Municipality has accepted the work;
* The Municipality has documented final quantities and reconciled them with the contactor;
* The Municipality has paid the contractor in full; and
* There are no outstanding claims or disputes associated with the project.

Accordingly, the Municipality submits this final invoice requesting reimbursement of $      as MaineDOT’s      % share of expenditures for the invoice period,      . I have enclosed the items listed below to document that this invoice accurately represents work completed during this invoice period:

* A completed project costs worksheet with expenditures for the service period and to date;
* A progress report describing the work performed during the service period; and
* Supporting documentation, including copies of invoices received and checks issued.

Also attached are a completed Consultant Evaluation and Contractor Evaluation for the project.

*By signing this request for reimbursement, I certify to the best of my knowledge and belief that the information contained herein is true, complete, and accurate.*

Sincerely,

     , Local Project Administrator