

# Consultant Invoicing Instructions

You must use our **standard invoice format**.

You must submit a **minimum of one original invoice** (with all progress reports) and **two invoice copies to the appropriate TDOT director**.

You must also send **one invoice copy** (with the appropriate progress report) directly to **each TDOT manager** that monitors your project.

## Page 1 of Your Invoice

### 1. Net Fee calculations:

<b>THE WRONG WAY</b>	<b>THE RIGHT WAY</b>														
<table> <tr> <td>Direct Labor</td> <td style="text-align: right;">\$2890.00</td> </tr> <tr> <td>Overhead: Payroll Add. and Gen. &amp; Admin. (\$2,890.00 @ 100.00%)</td> <td style="text-align: right;">\$2,890.00</td> </tr> <tr> <td>Net Fee (\$2890.00/\$200,000.00 Tot. Ceiling x \$10,000 Net Fee Ceiling)</td> <td style="text-align: right;">\$ 140.00</td> </tr> </table>	Direct Labor	\$2890.00	Overhead: Payroll Add. and Gen. & Admin. (\$2,890.00 @ 100.00%)	\$2,890.00	Net Fee (\$2890.00/\$200,000.00 Tot. Ceiling x \$10,000 Net Fee Ceiling)	\$ 140.00	<table> <tr> <td>Net Fee (6.0% completion of work per this invoice x \$10,000 net fee ceiling based upon attached progress report)</td> <td style="text-align: right;">\$600.00</td> </tr> </table>	Net Fee (6.0% completion of work per this invoice x \$10,000 net fee ceiling based upon attached progress report)	\$600.00						
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## Page 2 of Your Invoice

By incorporating the following described detail, you will need to **submit no time sheets**. Also, **Schedule 2** of your invoice should include a detailed expense report as depicted below in lieu of receipts. You **must**, however, keep these time sheets and receipts on file **in your office**. We do require receipts for **particularly large expenses** to accompany your invoice submittal as well as a copy of **EACH sub-consultant invoice**.

- You must show worker's name, **title (generic)**, hours/overtime hours, pay rate and the resulting pay amount in a section labeled **Schedule 1** for all labor expense including premium labor charges. Of course, your overhead rate cannot be applied to the premium portion of labor.

<b>THE WRONG WAY</b>	<b>THE RIGHT WAY</b>																								
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2. All invoices - including those of subs – must show reasonable detail for your direct expenses should appear in a section labeled **Schedule 2** for all in-house direct expenses.

<b>THE WRONG WAY</b>	<b>THE RIGHT WAY</b>
Other Direct Expenses \$ 24.67	Office supplies \$24.67
Office supplies \$584.14	555 Plotter-Vellums @ \$.45 \$249.75 230 Plotter-Mylars @ \$1.35 \$310.50 165 Photocopies \$ 8.25 Miscellaneous supplies \$ 15.64 <hr/> \$584.14
Lodging (Smith, Jones, Wall) \$1650.00	Lodging – 3 people/10 nights @ \$55/ni. \$1650.00
Lodging 06/04/01 Smith @ \$55/night 06/05/01 Smith @ \$55/night 06/04/01 Jones @ \$55/night 06/05/01 Jones @ \$55/night =====	Lodging – 2 people/2 nights @ \$55/ni. \$220.00
Tolls \$20.90	Tolls – Smith \$7.40 Jones \$5.30 Wall \$8.20 <hr/> \$20.90
Mileage \$103.04	Mileage 322 mi. @ \$.32/mi. \$103.04
Mileage 06/04/01 Smith 100 mi. @ \$.32/mi. \$ 32.00 06/05/01 Smith 100 mi. @ \$.32/mi. \$ 32.00 06/06/01 Jones 100 mi. @ \$.32/mi. \$ 32.00 06/07/01 Jones 22 mi. @ \$.32/mi. \$ 7.04 =====	Mileage 322 mi. @ \$.32/mi. \$103.04
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3. You must show all you subs you hire in a section of your invoice labeled **Schedule 3** and submit a copy of the invoice you receive from them. Their invoices must follow the same standard format and instructions you are at to use for invoicing purposes.

<b>THE WRONG WAY</b>	<b>THE RIGHT WAY</b>
Acme Drilling Co. \$3000.00 (no invoice)	Acme Drilling Co. \$3000.00 (See attached invoice)
Acme Aerial Surveying Co. \$4000.00 (no invoice)	Acme Aerial Surveying Co. \$4000.00 (See attached invoice)