

Consultant Invoicing Instructions

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

You must email the invoice with the progress report(s) and supporting documentation directly to the TDOT Project Monitor(s) for approval. You are to copy the Contracts Office on your email at TDOT.DesignDivisionInvoice@tn.gov.

Page 1 of Your Invoice

**NOTE: Subject to change
Updates in progress**

1. Net Fee calculations:

THE WRONG WAY 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	THE RIGHT WAY Net Fee (6.0% completion of work per this invoice x \$10,000 net fee ceiling based upon attached progress report) \$600.00
THE WRONG WAY Net Fee (per Schedule 3 attached) \$600.00	THE RIGHT WAY Net Fee (6.0% completion of work per this invoice x \$10,000 net fee ceiling based upon attached progress report) \$600.00
THE WRONG WAY Net Fee (% of work completed x \$10,000 20% \$2000.00 Fee Previously Billed (\$1400.00) =====	THE RIGHT WAY Net Fee (6.0% completion of work per this invoice x \$10,000 net fee ceiling based upon attached progress report) \$600.00
Total Fee Due This Period \$ 600.00	

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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**.

1. 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.

THE WRONG WAY Premium labor – Smith \$30.00 Jones \$63.00 Wall \$44.00 _____ \$137.00	THE RIGHT WAY Premium labor – Smith 5.0 hrs. @ \$12.00/2 = \$30.00 Jones 9.0 hrs. @ \$14.00/2 = \$63.00 Wall 4.0 hrs. @ \$22.00/2 = \$44.00 _____ \$137.00
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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.

Note: Subject to change - Updates in progress

THE WRONG WAY		THE RIGHT WAY	
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
			\$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 =====	\$220.00	Lodging – 2 people/2 nights @ \$55/ni.	\$220.00
Tolls	\$20.90	Tolls – Smith \$7.40 Jones \$5.30 Wall \$8.20 =====	\$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 =====	\$ 103.04	Mileage 322 mi. @ \$.32/mi.	\$103.04

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.

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