

CPFF WITH UNIT PRICES INVOICE INSTRUCTIONS

To expedite processing your invoices, please follow these guidelines when preparing & submitting invoices for payment:

- 1. Complete the worksheets in order of appearance. Project information and totals feed into progressive worksheets. Complete where shaded grey or yellow only.**
- 2. When necessary, add lines for additional items, employees and/or subconsultants. Buttons are provided in each worksheet to add rows.**
- 3. Use appropriate invoice form for the type of contract you have. Please make sure you use the latest form.**

Note: The most recent invoices posted on the internet do not have a retainage line. As of November 2003, we no longer retain from the consultants. Please download the latest version of the invoice form.

- 4. Submit two complete packages (with attachments) and two copies of the invoice form. The Progress Report and Invoice sheets must be **SIGNED** and **DATED** by the appropriate consultant staff prior to submittal.**

Note: PTB and Job number from original selection must appear on all pages of invoice. Do NOT use the construction project number.

Please note: Meals can be charged only if associated with travel. If overnight travel, per diem should be used in ¼ day increments in accordance with the Illinois State Travel Control Board (http://www.state.il.us/cms/2_services_e_oth/trvlguid.htm).

Direct costs must be negotiated & included in your agreement to be reimbursable. Please do not submit direct costs that cannot be processed. If a direct cost needs to be added, a supplemental agreement must be approved.

- 5. Subconsultants should submit the proper state invoice form to the prime consultant for payment. A copy of each subconsultant invoice MUST be signed as approved by the prime consultant and included with the invoice from the prime consultant as documentation for Services by Others. The subconsultant Progress Report MUST also be signed as approved, verifying the subconsultant has completed the percentage of work they are invoicing the prime consultant for.**
- 6. Do NOT include copies of timecards nor receipts unless requested for special circumstances**
- 7. When approved overhead changes, submit a copy of the approval letter with the first affected invoice.**
- 8. To PRINT the CPFF Invoice with attachments, key in "Ctrl+p". Otherwise select the appropriate sheets and select File then Print from the pull down menu. The sheets should be submitted in the following order:**
 - CPFF Invoice
 - Progress Report
 - Personnel Summary
 - Unit of Work Summary
 - Direct Cost Summary

Note: final print should be set to print document in black & white so that shading in fields will not be shown.