



EXAMPLE CONSULTING INC.

1234 Road St. Citytown, State 56789 t. 801.555.2345 f. 385.555.3456
Federal ID XX-XXXXXXX

COST PLUS FIXED FEE (CPFF) FIRM INVOICE EXAMPLE

UDOT Region Two Project Manager
Utah Department of Transportation
2010 South 2760 West
Salt Lake City, UT 84104

Invoice Date: 6/30/2016
Project No: Firm Project Number
Invoice No: Firm Invoice Number

Project Manager Stan Bymee, PE

UDOT Contract #14-1234 UDOT PIN# 12345 UDOT Project # S-XXXX(XX)X

Professional Services for the Period: 06/01/16 to 06/31/16

Professional Personnel	Hours	Raw Labor Rate	Total Raw Labor
Principal III			
Jim Floor	4.00	70.00	280.00
Associate II			
Stan Bymee	28.00	35.00	980.00
Senior Engineer/Planner III			
Mary Krissmass	11.00	32.00	352.00
Technician I			
Phil Inblank	18.00	25.00	450.00
Administrative Assistant IV			
Suzy Queue	1.00	20.00	20.00
Raw Labor Totals	62.00		2,082.00
Approved Overhead Rate times Labor		150.00%	3,123.00
Total Labor & Overhead Amount			5,205.00
Negotiated Fixed Fee (prorated portion)		11%	572.55
Total Labor Expense			5,777.55
Reimbursable Direct Expenses - Backup documentation attached			
Example Subconsultant Firm			5,100.10
Data Collection Services			1,200.00
Project Reproduction			40.00
Mileage			99.90
Total Reimbursables			6,440.00
			6,440.00
		Total Current Invoice	\$12,217.55
Billing Summary	Current	Prior	Total
	12,217.55	2,500.01	14,717.56

Overhead rate and fixed fee rate must match contract.

LABOR & EXPENSE REPORT

Example Consulting, Inc.

Firm Invoice Number:

Report must be generated from Firm's payroll, cost accounting, or project detail system.

Professional Personnel *(timesheets must be made available upon request)*

			Hours	Rate	Amount
Principal III					
	Jim Floor	6/4/2016	1.00	70.00	70.00
	Jim Floor	6/5/2016	1.00	70.00	70.00
	Jim Floor	6/8/2016	1.00	70.00	70.00
	Jim Floor	6/10/2016	1.00	70.00	70.00
Associate II					
	Stan Bymee	6/4/2016	1.00	35.00	35.00
	Stan Bymee	6/5/2016	3.00	35.00	105.00
	Stan Bymee	6/6/2016	4.00	35.00	140.00
	Stan Bymee	6/7/2016	2.00	35.00	70.00
	Stan Bymee	6/8/2016	4.00	35.00	140.00
	Stan Bymee	6/9/2016	2.00	35.00	70.00
	Stan Bymee	6/10/2016	1.00	35.00	35.00
	Stan Bymee	6/11/2016	2.00	35.00	70.00
	Stan Bymee	6/12/2016	2.00	35.00	70.00
	Stan Bymee	6/13/2016	2.00	35.00	70.00
	Stan Bymee	6/14/2016	2.00	35.00	70.00
	Stan Bymee	6/15/2016	3.00	35.00	105.00
Senior Engineer/Planner III					
	Mary Krissmass	6/2/2016	4.00	32.00	128.00
	Mary Krissmass	6/3/2016	4.00	32.00	128.00
	Mary Krissmass	6/4/2016	2.00	32.00	64.00
	Mary Krissmass	6/5/2016	1.00	32.00	32.00
Technician I					
	Phil Inblank	6/9/2016	6.00	25.00	150.00
	Phil Inblank	6/10/2016	4.00	25.00	100.00
	Phil Inblank	6/11/2016	4.00	25.00	100.00
	Phil Inblank	6/12/2016	4.00	25.00	100.00
Administrative Assistant IV					
	Suzy Queue	6/25/2016	1.00	20.00	20.00
Totals			62 hrs		2,082.00
			150% Overhead Amount		3,123.00
			11% Fixed Fee		572.55
			Total Labor Amount		5,777.55

Other direct costs (travel, meals, products, services, etc.) need invoices or receipts attached to the invoice.

5,777.55

Reimbursable Direct Expenses *(Copies of expense documentation must be attached to invoice submittal)*

6/25/2016	Example Subconsultant Firm Name	5,100.10
6/20/2016	Data Collection Services Name	1,200.00
6/26/2016	Project Reproduction Charges - 80 copies @ 0.50	40.00
6/19/2016	Project Mileage Reimbursement - 180 mi @ .54	99.90
Total Reimbursables		6,440.00
		6,440.00
Project Total		\$12,217.55
Total this Report		\$12,217.55

Subconsultant name must appear on invoice. Copies of subconsultant invoice must be attached. Subconsultant contract and payment records must be made available upon request

Must match contract estimated unit rates or match the actual rate at the time expense is incurred. Copies of usage logs must be attached and rate must be supported by the reports.

Mileage rate must meet current GSA rate (or lower if firm reimburses employee at a lower rate).