



# EXAMPLE CONSULTING INC.

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

## UNIT PRICE - 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(X)X *(UDOT Work Task Order # if applicable)*

Professional Services for the Period: 06/01/16 to 06/30/16

Professional Personnel	Hours	Unit Price	Total
Principal III			
Jim Floor	4.00	160.00	640.00
Associate II			
Stan Bymee	28.00	130.00	3,640.00
Senior Engineer/Planner III			
Mary Krissmas	11.00	120.00	1,320.00
Technician I			
Phil Inblank	18.00	100.00	1,800.00
Administrative Assistant IV			
Suzy Queue	1.00	80.00	80.00
<b>Totals</b>	<b>62.00</b>		<b>7,480.00</b>
<b>Total Labor Expense</b>			<b>7,480.00</b>
<b>Reimbursable Expenses</b>			
Example Subconsultant Firm			5,100.10
Data Collection Services			1,200.00
Project Reproduction			40.00
Mileage			99.90
Lodging			293.84
Per Diem			147.50
<b>Total Reimbursables</b>			<b>6,881.34</b>
			<b>6,881.34</b>
			<b>Total Current Invoice</b>
			<b>\$14,361.34</b>
<b>Billing Summary</b>	<b>Current</b>	<b>Prior</b>	<b>Total</b>
	<b>14,361.34</b>	<b>2,500.01</b>	<b>16,861.35</b>

Invoiced personnel must be listed in contract, modification, or CMS Alternative Staff Transaction prior to any work being performed.  
Unit price rate must match contract rates (or be lower) and be listed on base contract, contract modification or CMS Alternative Staff Transaction.

## LABOR & EXPENSE REPORT

Example Consulting, Inc.

Firm Invoice #

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
<b>Principal III</b>				
	Jim Floor	1.00	160.00	160.00
	Jim Floor	6/3/2016	1.00	160.00
	Jim Floor	6/4/2016	1.00	160.00
	Jim Floor	6/5/2016	1.00	160.00
<b>Associate II</b>				
	Stan Bymee	6/5/2016	1.00	130.00
	Stan Bymee	6/6/2016	3.00	390.00
	Stan Bymee	6/7/2016	4.00	520.00
	Stan Bymee	6/8/2016	2.00	260.00
	Stan Bymee	6/9/2016	4.00	520.00
	Stan Bymee	6/10/2016	2.00	260.00
	Stan Bymee	6/11/2016	1.00	130.00
	Stan Bymee	6/12/2016	2.00	260.00
	Stan Bymee	6/13/2016	2.00	260.00
	Stan Bymee	6/14/2016	2.00	260.00
	Stan Bymee	6/15/2016	2.00	260.00
	Stan Bymee	6/16/2016	3.00	390.00
<b>Senior Engineer/Planner III</b>				
	Mary Krissmass	6/2/2016	4.00	480.00
	Mary Krissmass	6/3/2016	4.00	480.00
	Mary Krissmass	6/4/2016	2.00	240.00
	Mary Krissmass	6/5/2016	1.00	120.00
<b>Technician I</b>				
	Phil Inblank	6/5/2016	6.00	600.00
	Phil Inblank	6/6/2016	4.00	400.00
	Phil Inblank	6/7/2016	4.00	400.00
	Phil Inblank	6/8/2016	4.00	400.00
<b>Administrative Assistant IV</b>				
	Suzu Queue	6/5/2016	1.00	80.00
<b>Totals</b>		<b>62 hrs</b>		<b>7,480.00</b>

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

### Reimbursable Expenses *Copies of expense documentation must be attached to invoice submittal*

6/20/2016	Example Subconsultant Firm	5,100.10	
6/15/2016	Data Collection Services	1,200.00	
6/25/2016	Project Reproduction Charges - 80 copies @ 0.50	40.00	
6/16/2016	Project Mileage Reimbursement - 180 mi @ 0.54	99.90	
6/19/2016	Project Lodging - GSA Rate (2 nights)	293.84	
6/19/2016	Project Travel - GSA Travel Day Per Diem (75%)	44.25	
6/20/2016	Project Travel - GSA Full Day Per Diem (100%)	59.00	
6/21/2016	Project Travel - GSA Travel Day Per Diem (75%)	44.25	
<b>Total Reimbursables</b>		<b>6,881.34</b>	<b>6,881.34</b>
<b>Project Total</b>			<b>\$14,361.34</b>
<b>Total this Report</b>			<b>\$14,361.34</b>

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 unit rates (or be lower) and copies of usage logs must be attached.

Travel rates (lodging, mileage, per diem, rental car) must match the contract estimated rate or follow the current GSA guidelines at the time the expense is incurred.