

RFP Number: ISD-201002-CT

Project Title: Master Agreements for Technical Staff Augmentation Services

RFP Attachment E

Invoicing Samples

Attachment E-1 - Sample Monthly Summary Statement At Master Agreement-Level

Attachment E-2 - Sample Detailed Invoice At Work Order-Level

Attachment E-3 – Sample After-Hours Maintenance and Support Authorization Form

Attachment E-4 – Sample Expense Statement

Attachment E-5 – Sample Invoicing Business Case

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Attachment E-1
Sample Monthly Summary Statement At Master Agreement-Level
Month, Year
(1 per monthly invoice submission)

XYZ Company
123 A Street
San Francisco, CA 94102-3688
TIN: xx-xxxxxxx

Date: xx/xx/xxxx

Master Agreement # XXXXXXXX

Discount Rate to be Applied (%): XX%

ISD Work Orders:

	Amount
AOC Work Order # ISD-XXXX	
Key Personnel: Mary Jones	\$xx,xxx.xx
After-Hours Maintenance & Support	\$xx,xxx.xx
x Percent Discount	<u>(x,xxx.xx)</u>
Net Amount for WO	<u>\$xx,xxx.xx</u>
AOC Work Order # ISD-XXXX	
Consultant Name: Larry South	\$xx,xxx.xx
After-Hours Maintenance & Support	\$xx,xxx.xx
x Percent Discount	<u>(x,xxx.xx)</u>
Net Amount for WO	<u>\$xx,xxx.xx</u>
AOC Work Order # ISD-XXXX	
Consultant Name: Sally Sunshine	\$xx,xxx.xx
After-Hours Maintenance & Support	\$xx,xxx.xx
x Percent Discount	<u>(x,xxx.xx)</u>
Net Amount for WO	<u>\$xx,xxx.xx</u>
Subtotal ISD Work Orders	\$xxx,xxx.xx

SRO Work Orders:

AOC Work Order #SRO-YYYY

Consultant Name: Harry Plotter

Amount

\$xx,xxx.xx

After-Hours Maintenance & Support \$xx,xxx.xx
x Percent Discount (x,xxx.xx)
Net Amount for WO \$xx,xxx.xx

AOC Work Order #SRO-YYYY

Consultant Name: Sam Iam

\$xx,xxx.xx

After-Hours Maintenance & Support \$xx,xxx.xx
x Percent Discount (x,xxx.xx)
Net Amount for WO \$xx,xxx.xx

Subtotal SRO Work Orders

\$xxx,xxx.xx

Total – All Work Orders

\$xxx,xxx.xx

End of Attachment E-1