

# **Preparing Invoices - Internal Training Guide**

## **Regular Contracts:**

1. Memo sheet
2. Standard Invoice For Professional Services (ENG 180) sheet
3. Invoice Summary sheet
4. Recapitulation sheet/Progress Report/Design Schedule (if applicable)
5. Disadvantaged Business Enterprise (DBE) sheet
6. Budget sheets/DBE Budget sheets/Subconsultant budget sheets
7. Summary of Personnel Hours sheet
8. Summary of Personnel hours sheet by task
9. Time sheets (if applicable)
10. Expense sheet
11. Expense backup
12. Subconsultant Invoices (if applicable). – follow steps 1-11 for each subconsultant invoice

## **Task Order Contracts:**

1. Memo Sheet
2. (Main) Standard Invoice For Professional Services (ENG 180) sheet
3. (Main) Invoice Summary sheet
4. (Main) Recapitulation sheet/Progress Report/Design Schedule (if applicable)
5. (Main) Disadvantaged Business Enterprise (DBE) sheet
6. (Main) Budget sheets/DBE Budget sheets/Subconsultant budget sheets (if applicable)
7. (Task) Standard Invoice For Professional Services (ENG 180) sheet
8. (Task) Recapitulation sheet/Progress Report/Design Schedule (if applicable)
9. (Task) Disadvantaged Business Enterprise (DBE) sheet
10. (Task) Budget sheets/DBE Budget sheets/Subconsultant budget sheets
11. (Task) Summary of Personnel Hours sheet
12. (Task) Summary of Personnel hours sheet by task (if applicable)
13. (Task) Time sheets (if applicable)
14. (Task) Expense sheet
15. (Task) Expense backup
16. (Task) Subconsultant Invoices (if applicable). – follow steps 7-16 for each subconsultant invoice