

# Monthly Invoicing

Instructions to professional service providers working on projects managed by  
PWD's Environmental Restoration Group

## General

The Philadelphia Water Department's GSI Unit has developed an invoice package that must be used by providers (consultants) working on projects managed by the Environmental Restoration Group (ERG). More specifically, the invoice package includes these instructions and the "Invoice\_Form.xls" Microsoft Excel file. PWD has given these files to the provider for the purpose of facilitating the monthly invoicing process.

## Invoice Preparation

The invoice template is included in the "Invoice\_Form.xls" file. This file consists of two tabs, the first of which summarizes billing for the prime provider and subcontractors and the second of which is a supplementary break-down of the prime provider employees' hours and labor costs by task. The invoice number should be unique to the invoice submission, and should be numeric to facilitate payment tracking. The completion of each of the tabs in the Microsoft Excel file is relatively self-explanatory, but supplemental instructions are provided in the file. It is important that the company logo and address be inserted on all invoice forms where indicated in the templates. A completed example of the invoicing template (for demonstration purposes only) is attached below to show the look and feel of a completed template.

In addition to the completed invoice template, the invoice must include the following backup documentation.

- *Request for Payment* – Simple letter on company letterhead requesting payment for the invoiced amount.
- *Timesheets* – Should show hours spent on the PWD project for each prime contractor employee by day. If timesheets include non-PWD jobs, then PWD invoice-specific hours should be highlighted.
- *Subcontractor Documentation* – Invoices from subcontractors, including hours and rates. Timesheets required if a subcontractor employee worked more than 8 hours in one day on the project.
- *Reimbursable/Direct Expense Documentation* – Invoices and other relevant documentation for non-hourly charges (if applicable).

## **Submission Requirements and Procedures**

The invoice must be submitted on a monthly basis and within a month of the last day of the services period (i.e. no later than a month following the month being invoiced for). The services period begins with the first day of a month and ends with the last day of that month, the same as the reporting period for the Project Status Report. The invoice with backup documentation should be compiled into a single electronic PDF file. This PDF file should then be submitted by email to PWD's Finance Division at [PWD-Finance.AP@phila.gov](mailto:PWD-Finance.AP@phila.gov). The subject of the email should include vendor name, contract number, and invoice number. Following the submission, provider should immediately forward a copy of the email including the PDF submission to the PWD project manager with [PWD.GSIIPadmin@phila.gov](mailto:PWD.GSIIPadmin@phila.gov) copied. The Provider should attach a copy of the completed MS Excel version of the "Invoice\_Form.xls" to this forwarded email for the PWD project manager's reference.

## **Direct Deposit of Payments**

If the provider wants to set up direct deposit for payment, the process to do so can be found at <http://bids.phila.gov/forms/ACH.PDF>. Details on the process are also included with the form.



# Invoice

ABC ENGINEERS, INC  
1234 Sunshine Road  
Philadelphia, PA, 19100  
(215) 999-9999

Services Period Start Date: 3/1/2017

Services Period End Date: 3/31/2017

**Attn:**

Alicia Robertson  
Philadelphia Water Department  
Finance Division  
1101 Market Street - 5th floor  
Philadelphia, PA, 19107

**Project:** Example GSI Project

**Work Number:** 50999

**Contract Number:** 1720999

**P-Number:** P-1999

**Contract Amount:** \$250,000.00

**Project Budget:** \$99,000.00

**Unique Invoice Number:** 120305

**Invoice Date:** 4/22/2017

**Contract Mgr:** Jillian Simmons

**Brief Description of Contract and Project:**

Contract is for the provision of general engineering services for natural stream channel and wetland design assessment and monitoring. Specific project/assignment is for the design and production of construction ready documents for stream channel restoration of Cobbs Creek located near 1000 Anywhere Street in West Philadelphia.

**Total Amount Invoiced (Prime Contractor)**

	Current Invoice	Invoiced Previously	Total Invoiced to Date	Prime Budget	% of Proj Budget Invoiced to Date
ABC Engineers	\$10,800.00	\$24,600.00	\$35,400.00	\$79,000.00	45%

**Total Amount Invoiced (Subcontractors)**

	M/W/DS	% of Project Budget	Current Invoice	Invoiced Previously	Total Invoiced to Date	Subcontract Budget	% of Sub Budget Invoiced to Date
CDF, Inc.	-	5%	\$0.00	\$4,500.00	\$4,500.00	\$5,000.00	90%
FGH, Inc.	M	15%	\$2,200.00	\$14,000.00	\$16,200.00	\$15,000.00	108%
<i>*If there are more than six subcontractors, please insert row for each additional subcontractor</i>							
<b>Total for Subcontractors</b>		<b>20%</b>	<b>\$2,200.00</b>	<b>\$18,500.00</b>	<b>\$20,700.00</b>	<b>\$20,000.00</b>	<b>104%</b>

**Total Reimbursables/Direct Expenses (if applicable)**

	Current Invoice	Invoiced Previously	Total Invoiced to Date	Reimbursable Budget	% of Reimb. Budget Invoiced to Date
	\$0.00	\$0.00	\$0.00	\$0.00	100%

**Total Amount Invoiced (Prime Contractor and Subcontractors)**

	Current Invoice	Invoiced Previously	Total Invoiced to Date	Project Budget	% of Proj Budget Invoiced to Date
<b>Totals</b>	<b>\$13,000.00</b>	<b>\$43,100.00</b>	<b>\$56,100.00</b>	<b>\$99,000.00</b>	<b>57%</b>

SUBMITTED BY: John Doe

DATE:

Provider's Designated Signatory



## Invoice

ABC ENGINEERS, INC  
1234 Sunshine Road  
Philadelphia, PA, 19100  
(215) 999-9999

Services Period Start Date: 3/1/2017

Services Period End Date: 3/31/2017

Work/Tasks/Deliverables	Current Invoice	Invoiced Previously	Total Invoiced to Date	Line Item Budget	% of Line Item Budget Invoiced to Date
Task 1 - Baseplan (30%)	\$0.00	\$22,000.00	\$22,000.00	\$20,000.00	110%
Task 2 - Geotechnical Testing and Report (30%)	\$0.00	\$9,100.00	\$9,100.00	\$10,000.00	91%
Task 3 - Preliminary Design (50%)	\$3,000.00	\$12,000.00	\$15,000.00	\$15,000.00	100%
Task 4 - Substantially Complete (70%) Design	\$10,000.00	\$0.00	\$10,000.00	\$30,000.00	33%
Task 5 - Plans, Specs, and Estimate (90%) Design	\$0.00	\$0.00	\$0.00	\$23,000.00	0%
Task 6 - Final (100%) Design	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
*Insert more lines if needed					

Reimbursable/Direct Expense Category	Current Invoice
*Insert more lines if needed	

	Current Invoice	Invoiced Previously	Total Invoiced to Date	Project Budget	% of Project Budget Invoiced to Date
Totals	\$13,000.00	\$43,100.00	\$56,100.00	\$99,000.00	57%



Hourly Tabulation

ABC ENGINEERS, INC  
1234 Sunshine Road  
Philadelphia, PA, 19100  
(215) 999-9999

Services Period Start Date: 3/1/2017 Services Period End Date: 3/31/2017

MULTIPLIER		3	EMPLOYEE	Jane Doe	John Doe	Jean Dae										TOTAL HOURS THIS ESTIMATE
			TITLE	Client Mgr	Proj Mgr	Proj Eng										
WORK/TASKS/DELIVERABLES	Task 1 - Baseplan	1														0.00
	Task 2 - Geotechnical	2														0.00
	Task 3 - 50% Design	3		1.00	4.00	10.00										15.00
	Task 4 - 70% Design	4		2.00	20.00	62.00										84.00
	Task 5 - 90% Design	5														0.00
	Task 6 - Final Design	6														0.00
																0.00
																0.00
																0.00
																0.00
																0.00
																0.00
TOTAL HOURS THIS PERIOD				3.00	24.00	72.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	TOTAL PAYROLL THIS PERIOD
UNFACTORED HOURLY RATE				\$ 80.00	\$ 50.00	\$ 30.00										
UNFACTORED PAYROLL THIS PERIOD				\$ 240.00	\$ 1,200.00	\$ 2,160.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
PAYROLL THIS PERIOD WITH MULTIPLIER				\$ 720.00	\$ 3,600.00	\$ 6,480.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

\*Insert rows/columns as needed