

# Professional Services Agreement

## Invoice Sample 1 – Single Work Package Billed (Please see Note 2)

PROJECT MANAGEMENT CO  
379 MARKET STREET  
OAKLAND, CA 94604  
Contact Name  
510.555.5555  
Vendor Email Address

Your Invoice Number

Invoice No.  
20888913

Invoice Date  
11/30/2009

Send To: San Francisco Bay Area Rapid Transit  
Accounts Payable Department – LKS22  
Subject: Invoice Submission  
300 Lakeside Drive, 22<sup>nd</sup> Floor  
Oakland, CA 94612

BART Contact Person: \_\_\_\_\_

Work Completed From: 11/01/2009 To: 11/30/2011	<b>Contract ID/Agreement No:</b> 6M8008
Terms Net 30	<b>Purchase Order No:</b> 6M8008
<b>Billed Line Items (against Purchase Order Line-Sch Item/Description)</b>	
(Current Period)	
TOTAL INVOICE AMOUNT	\$1,954.00
<b><u>Line – Sch</u></b>	<b><u>Item/Description</u></b>
14-1	WORK SCOPE A.17
	\$1,954.00

Note1: The purpose of this invoice sample is to demonstrate that the invoice summary/cover sheet must clearly identify the invoiced amount with a specific purchase order line item for payment purposes. Please continue to provide all necessary detail in the format as previously provided.

Note 2: For **Professional Services Agreement**, it is encouraged (as applicable) to bill a single work package in the subject invoice. This shall expedite the processing of the subject invoice.

Note 3: For all current contracts/agreements, the Contract ID/Agreement No: and the Purchase Order No: is the same. For all future contracts to be issued, the Purchase Order number shall be different from the Contract Id/Agreement No.

# Professional Services Agreement

## Invoice Sample 2 – Multiple Work Packages Billed (Please see Note 2)

PROJECT MANAGEMENT CO  
379 MARKET STREET  
OAKLAND, CA 94604  
Contact Name  
510.555.5555  
Vendor Email Address

Your Invoice Number

Invoice No.  
20888914

Invoice Date  
11/30/2009

Send To: San Francisco Bay Area Rapid Transit  
Accounts Payable Department – LKS22  
Subject: Invoice Submission  
300 Lakeside Drive, 22<sup>nd</sup> Floor  
Oakland, CA 94612

BART Contact Person: \_\_\_\_\_

Work Completed From: 11/01/2009 To: 11/30/2011	<b>Contract ID/Agreement No:</b> 6M8008
Terms Net 30	<b>Purchase Order No:</b> 6M8008
<b>Billed Line Items (against Purchase Order Line-Sch Item/Description)</b>	
(Current Period)	
TOTAL INVOICE AMOUNT	\$25,000.00
<b><u>Line – Sch</u></b>	<b><u>Item/Description</u></b>
16-1	WORK SCOPE A.16
11-1	WORK SCOPE A.05
	\$20,000.00
	\$5,000.00

Note1: The purpose of this invoice sample is to demonstrate that the invoice summary/cover sheet must clearly identify the invoiced amount with a specific purchase order line item for payment purposes. Please continue to provide all necessary detail in the format as previously provided.

Note 2: For **Professional Services Agreement**, unlike in Invoice Sample 1, where it makes sense (and as applicable), multiple work packages can be invoiced in the same invoice.

Note 3: For all current contracts/agreements, the Contract ID/Agreement No: and the Purchase Order No: is the same. For all future contracts to be issued, the Purchase Order number shall be different from the Contract Id/Agreement No.

# Purchase Order

**Bay Area Rapid Transit Dist**  
 300 Lakeside Drive  
 Oakland CA 94612  
 United States

**Vendor:**  
 PROJECT MANAGEMENT CO  
 379 MARKET STREET  
 OAKLAND, CA 94604

CHANGE ORDER		Dispatch via Print	
Purchase Order	Date	Revision	Page
BARTD-6M8008	12/25/2010	1 - 02/16/2011	1
Payment Terms	Freight Terms	Ship Via	
NET 30 DAY	FOB DESTINATION	COMMON CAR	
Buyer	Phone	Currency	
		USD	

**Ship To:** LKS(NO-TAX  
 300 LAKESIDE DRIVE  
 P. O. BOX 12688  
 OAKLAND CA 94604-1288  
 United States

**Bill To:** 300 LAKESIDE DRIVE  
 P.O. BOX 12688  
 OAKLAND CA 94604-2688  
 United States

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	WORK SCOPE A.13		1.00	LS	185,128.00	185,128.00	02/20/2008
	<b>Schedule Total</b>					<u>185,128.00</u>	
	<b>Item Total</b>					<u>185,128.00</u>	
2- 1	WORK SCOPE A.4		1.00	LS	3,928.00	3,928.00	02/20/2008
	<b>Schedule Total</b>					<u>3,928.00</u>	
	<b>Item Total</b>					<u>3,928.00</u>	
3- 1	WORK SCOPE A.1		1.00	LS	16,895.00	16,895.00	02/20/2008
	<b>Schedule Total</b>					<u>16,895.00</u>	
	<b>Item Total</b>					<u>16,895.00</u>	
4- 1	WORK SCOPE A.2		1.00	LS	17,493.00	17,493.00	02/20/2008
	<b>Schedule Total</b>					<u>17,493.00</u>	
	<b>Item Total</b>					<u>17,493.00</u>	
5- 1	WORK SCOPE A.1-51		1.00	LS	4,357.00	4,357.00	02/20/2008
	<b>Schedule Total</b>					<u>4,357.00</u>	
	<b>Item Total</b>					<u>4,357.00</u>	
6- 1	WORK SCOPE A.3-42		1.00	LS	482.00	482.00	02/20/2008
	<b>Schedule Total</b>					<u>482.00</u>	
	<b>Item Total</b>					<u>482.00</u>	
7- 1	WORK SCOPE A.24		1.00	LS	7,721.00	7,721.00	02/20/2008
	<b>Schedule Total</b>					<u>7,721.00</u>	
	<b>Item Total</b>					<u>7,721.00</u>	
8- 1	WORK SCOPE A.2		1.00	LS	2,566.00	2,566.00	02/20/2008
	<b>Schedule Total</b>					<u>2,566.00</u>	
	<b>Item Total</b>					<u>2,566.00</u>	
9- 1	WORK SCOPE B.23		1.00	LS	66,730.00	66,730.00	02/20/2008
	<b>Schedule Total</b>					<u>66,730.00</u>	
	<b>Item Total</b>					<u>66,730.00</u>	

Authorized Signature

## Purchase Order

**Bay Area Rapid Transit Dist**  
 300 Lakeside Drive  
 Oakland CA 94612  
 United States

**Vendor:**  
 PROJECT MANAGEMENT CO  
 379 MARKET STREET  
 OAKLAND, CA 94604

CHANGE ORDER		Dispatch via Print	
Purchase Order	Date	Revision	Page
BARTD-6M8008	12/25/2010	1 - 02/16/2011	2
Payment Terms	Freight Terms	Ship Via	
NET 30 DAY	FOB DESTINATION	COMMON CAR	
Buyer	Phone	Currency	
		USD	

**Ship To:** LKS(NO-TAX  
 300 LAKESIDE DRIVE  
 P. O. BOX 12688  
 OAKLAND CA 94604-1288  
 United States

**Bill To:** 300 LAKESIDE DRIVE  
 P.O. BOX 12688  
 OAKLAND CA 94604-2688  
 United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard		
Line-Sch	Item/Description	Mfg ID	Quantity UOM	PO Price	Extended Amt	Due Date
10- 1	C.O. #16 - WORK SCOPE A.17		1.00LS	44,677.00	44,677.00	02/20/2008
	<b>Schedule Total</b>				<u>44,677.00</u>	
	<b>Item Total</b>				<u>44,677.00</u>	
11- 1	WORK SCOPE A.05		1.00LS	9,325.00	9,325.00	02/20/2008
	<b>Schedule Total</b>				<u>9,325.00</u>	
	<b>Item Total</b>				<u>9,325.00</u>	
12- 1	WORK SCOPE B.20		1.00LS	1,064.00	1,064.00	02/20/2008
	<b>Schedule Total</b>				<u>1,064.00</u>	
	<b>Item Total</b>				<u>1,064.00</u>	
13- 1	WORK SCOPE A.13		1.00LS	5,282.00	5,282.00	02/20/2008
	<b>Schedule Total</b>				<u>5,282.00</u>	
	<b>Item Total</b>				<u>5,282.00</u>	
14- 1	WORK SCOPE A.17		1.00LS	29,642.00	29,642.00	02/20/2008
	<b>Schedule Total</b>				<u>29,642.00</u>	
	<b>Item Total</b>				<u>29,642.00</u>	
15- 1	C.O. #11 - WORK SCOPE A.18		1.00LS	1,954.00	1,954.00	02/20/2008
	<b>Schedule Total</b>				<u>1,954.00</u>	
	<b>Item Total</b>				<u>1,954.00</u>	
16- 1	WORK SCOPE A.16		1.00LS	20,000.00	20,000.00	02/20/2008
	<b>Schedule Total</b>				<u>20,000.00</u>	
	<b>Item Total</b>				<u>20,000.00</u>	
	<b>Total PO Amount</b>				<u>417,244.00</u>	

Authorized Signature