

Invoice Template for Specimen Screening

The Contractor will submit an invoice monthly using the template provided in this Appendix for Specimen Screening. Following is a sample invoice filled out with data and values. The invoice template provided is an embedded Microsoft Excel Worksheet document with all needed addition/multiplication formulas.

Invoice Details/Instructions

Header

For each month vendor is the fill out the header with the NAPS Lab Region, the Laboratory name and the respective Month and Year for the invoice. Invoices may not span over one calendar month.

Data Table

- The Contractor will fill out the amount of days for the respective month in the Column labeled "Day".
- The Contractor will fill out the respective Julian dates in the column labeled "Julian Date".
- The Contractor will fill out the daily numbers of adequate NBS Specimens in the column labeled "Number of Adequate NBS Specimens".
- The Contractor will fill out the daily numbers of adequate PNS Specimens (Type P) in the column labeled "Number of Adequate PNS Specimens (Type P)".
- The Contractor will fill out the daily numbers of adequate PNS Specimens (Type A) in the column labeled "Number of Adequate PNS Specimens (Type A)".
- The Contractor will total the columns in the Row labeled "Total".

Invoice Summary Table

- The Contractor will carry the totals from the Total Row from the Data table and enter them into the respective cells in the "Total Number Specimens" Row of the Invoice Summary Table.
- The Contractor will enter the Contracted Rate cited in the awarded Contract for NBS Specimens, PNS Specimens (Type A) and PNS Specimens (Type A) in the row labeled "Contracted Rate". (Contractor may not enter any rate other than that cited in the Contract. If the dollar value differs from the amount cited in the contract, the CDPH will reject the invoice.)
- The Contractor will multiply the Total Number of Specimens by the Contracted Rate for each column and list it in the respective "Invoiced Amount" row.
- The Contractor will add the invoiced amount for the three categories; NBS Specimens, PNS Specimens (Type P) and PNS Specimens (Type A), and list the total amount in the "Invoice Total" box.

SAMPLE INVOICE

NAPS Lab: _____ XYZ Laboratory _____

Month/Year: _____

Data Table				
Day	Julian Date	Number of Adequate NBS Specimens	Number of Adequate PNS Specimens (Type P)	Number of Adequate PNS Specimens (Type A)
1	182	412	325	200
2	183	211	200	195
3	184	275	175	203
4	185	298	198	145
5	186	301	207	260
6	187	340	257	188
7	188	0	20	23
8	189	217	198	178
9	190	450	378	265
10	191	215	200	145
11	192	236	185	231
12	193	315	168	265
13	194	348	245	175
14	195	0	17	29
15	196	225	104	97
16	197	502	412	387
17	198	200	169	168
18	199	305	205	245
19	200	278	211	156
20	201	213	142	114
21	202	0	35	14
22	203	231	206	210
23	204	541	387	300
24	205	323	222	254
25	206	315	220	174
26	207	291	198	211
27	208	284	230	229
28	209	0	20	18
29	210	207	187	174
30	211	540	302	334
31	212	233	198	187

TOTAL	8306	6221	5774
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Invoice Summary Table			
	Number of Adequate NBS Specimens	Number of Adequate PNS Specimens (Type P)	Number of Adequate PNS Specimens (Type A)
Total Number Specimens	8306	6221	5774
Contracted Rate	\$5.27	\$6.40	\$6.40
Invoiced Amount (Total Number of Specimens multiplied by Rate)	\$43,772.62	\$39,814.40	\$36,953.60

Invoice Total	\$120,540.62
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SAMPLE

BLANK TEMPLATE

NAPS Lab:	XYZ Laboratory	
Month/Year:		

Data Table				
Day	Julian Date	Number of Adequate NBS Specimens	Number of Adequate PNS Specimens (Type P)	Number of Adequate PNS Specimens (Type A)
TOTAL		0	0	0

Invoice Summary Table				
		Number of Adequate NBS Specimens	Number of Adequate PNS Specimens (Type P)	Number of Adequate PNS Specimens (Type A)
Total Number Specimens		0	0	0
Contracted Rate				
Invoiced Amount (Total Number of Specimens multiplied by Rate)		\$0.00	\$0.00	\$0.00
Invoice Total		\$0.00		