

LEGAL SERVICES INVOICE STATEMENT

NJSDA (LSIS)

LSIS

INSTRUCTIONS FOR COMPLETING NJSDA LEGAL SERVICE INVOICE STATEMENT (FORM 807)

Attach a completed NJSDA Form 807 to your firm's invoices:

These instructions are being provided to assist you in completing the attached form when submitting your legal invoices to the NJSDA for payment. Accurate completion of this form will ensure that your payments will be processed in an efficient and timely manner.

The top section of the Legal Services Invoice Statement (LSIS), NJSDA Form 807, **“must”** be filled out completely with the Name of the Law Firm, Address, Statement Number, Statement Date, Contact Name and Contact Number. If the information is not filled out completely, this may cause a delay in processing your invoices.

In the next section please type in your Contract Number which is included in the information being provided to you. This is your unique contract number that identifies you as our client.

The next group of six boxes are the tables requiring, the Project Name, SDA Project # (attached), Invoice #, Invoice Date and the Amount.

There must be only one “Project Name” and “SDA Project Number” for each table. You will be able to enter up to three “Invoice #’s”, “Invoice Dates” and “Amounts” per table for each project. If you have more than three “Invoice’s” to be paid for the same project number, please use the next table to continue. You will need to enter the same “Project Name” and “SDA Project Number” to continue. As you enter the amounts, the total will automatically populate in the “Sub-total Box”.

If you have used all six tables and need more space, you will need to download the Legal Service Form again to continue. You **must** use the tab button in order for all information entered to register.

In the last section of the form on the second page, we have allowed for any **“REDLINED”** items. You will need to have the original “Statement #” and “Statement Date” along with the Project Name and SDA Project # of the item that was redlined.

After all information is entered into each table, and all sub-totals have been generated, the form will automatically populate the **“GRAND TOTAL”** for the Legal Service Invoice Statement.

This form will be made available on the NJSDA internet shortly, but until it is available please save the attached copy for your use.

It is very important to fill in all of the fields in the table.

LEGAL SERVICES INVOICE STATEMENT**NJSDA (LSIS)****Name of Law Firm:** _____**Address:** _____**Statement #:** _____ **Statement Date:** _____**Contact Name:** _____ **Contact Phone #:** _____

Listed are the invoice numbers due and payable for this statement. Attached you will find each individual invoice detailing the work completed.

Contract Number: _____

Project Name	SDA Project #	Invoice #	Invoice Date	Amount

Sub-Total: _____

Project Name	SDA Project #	Invoice #	Invoice Date	Amount

Sub-Total: _____

Project Name	SDA Project #	Invoice #	Invoice Date	Amount

Sub-Total: _____

Project Name	SDA Project #	Invoice #	Invoice Date	Amount

Sub-Total: _____

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Project Name	SDA Project #	Invoice #	Invoice Date	Amount

Sub-Total: _____

Project Name	SDA Project #	Invoice #	Invoice Date	Amount

Sub-Total: _____

ANY REDLINED ITEMS FOR PREVIOUSLY BILLED INVOICES SHOULD BE NOTED BELOW. PLEASE MAKE SURE THAT YOU SUBMIT THE AMOUNT THAT WAS NOT PAID ALONG WITH THE STATEMENT NUMBER AND STATEMENT DATE.

Project Name	SDA Project #	Invoice #	Invoice Date	Amount

Sub-Total: _____

Project Name	SDA Project #	Invoice #	Invoice Date	Amount

Sub-Total: _____

GRAND TOTAL: _____

Signed by: _____

Print Name

Signature

