

## Instructions

**Invoice No.:** Contractor/Consultant's billing number.

**Contract No.:** FDEP's Contract Number.

**Task No.:** FDEP's Job Number. Task must be invoiced separately. However, More than one subtask of the same task may be included.

**Date:** Date of Invoice

**Period of Service:** The beginning and ending dates of the work done by the Contractor/Consultant.

**Vendor:** Contractor/Consultant's business name and mailing address.

**FEID No.:** Contractor/Consultant's federal employment identification number.

**Telephone:** Contractor/Consultant's telephone number for contract contact person.

**Agent:** Contractor/Consultants contract contact person.

**Contractor Use:** For Contractor's Consultant's use only(e.g., any billing information unique to the Contractor/Consultant's billing system).

**Fixed Price:** If the contract or task is to be billed as a fixed price contract/task, fill in these blanks. Fill in all applicable blanks and place "N/A" in the non-applicable blanks.

1. For tasked contracts, enter only the amount of the task being invoiced. For nontasked contracts, enter the total contract amount.
2. For tasked contracts, enter the total amount previously invoiced for the task being invoiced this time. For nontasked contracts, enter the total amount previously invoiced for the contract.
3. Enter the appropriate amount if the contract provides for retainage.
4. Enter the appropriate amount if the contract provides for a performance fee.
5. Enter the total amount for all subtasks being invoiced this time. If the Optional Worksheet is used, this amount would be the total of the entries in the "Subtask Total" column.
6. Enter the total amount being invoiced this time.

**Cost Plus:** If the contract or task is to be billed on a cost plus fixed fee basis, fill in these blanks. Complete all applicable blanks and place "N/A" in the non-applicable blanks.

1. - 2. See explanation under "Fixed Price".
3. Enter the appropriate amount if the contract provides for a fixed fee.
4. - 6. See explanation under "Fixed Price".

**DEP Use:** For FDEP coding only. Contractor/Consultant should not write in this space.

**Optional Worksheet:** The second page of the contract invoice may be used at the Contractor/Consultant's discretion to provide additional information.

## CONTRACTUAL SERVICES INVOICES

Invoice No.	Contract No.	Task No.	Date	Period of Service
Site Name, City, County _____				
<b>Vendor:</b>			<b>Bill To:</b>	
FEID No. _____ Telephone: _____ Agent: _____			Department of Environmental Protection Bureau of Petroleum Storage Systems 2600 Blair Stone Road Tallahassee, FL 32399-2400	
<b>Contractor Use:</b>				
<b>Fixed Price:</b>			<b>Cost Plus:</b>	
1. Contract/Task Amount.....\$ _____			1. Contract/Task Amount.....\$ _____	
2. Less Previously Invoiced..... _____			2. Less Previously Invoiced..... _____	
3. Less/Plus Retainage..... _____			3. Less/Plus Retainage..... _____	
4. Available Performance Fee..... _____			4. Available Performance Fee..... _____	
5. Subtask Total..... _____			5. Subtask Total..... _____	
6. Invoice Total..... _____			6. Invoice Total..... _____	
<b>DEP Use:</b>				
1. Date Invoice Received _____ 2. Date(s) Services Rendered _____ 3. Date Services Approved _____ 4. Performance Certified Satisfactory _____  _____ Project Manager Signature <span style="float: right;">Date</span>  5. Approval  _____ Cost Center Administrator Signature <span style="float: right;">Date</span>  6. Final Invoice:    YES    NO 7. If Final Invoice:  _____ Bureau Chief Level or Higher Signature <span style="float: right;">Date</span>				

## CONTRACTUAL SERVICES INVOICE

### Payment Calculations

Invoice No.	Contract No.	Task No.	Date	Period of Service

Inspection Type	Value	Quantity	List of Facilities (FAC. ID only)
Routine	\$ 352.17		Attach FIRST spreadsheet
UST System Install	\$ 1,140.68		
UST Piping Install	\$ 380.23		
Component Install	\$ 190.11		
UST System Closure	\$ 760.45		
UST Piping Closure	\$ 380.23		
Component Closure	\$ 190.11		
AST System Install	\$ 570.34		
AST Piping Install	\$ 190.11		
AST Piping Closure	\$ 190.11		
AST System Closure	\$ 380.23		
Complaint	\$ 190.11		
Discharge	\$ 190.11		
Enforcement	\$ 190.11		
Non-Compliance	\$ 190.11		

<b>TOTAL</b>
\$ -

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date