



**Fixed Price -- Progress Payment requiring a Standard Form 1443
 Invoicing Instructions
 Prime Contract NAS7-03001**

Dear Supplier:

In order for JPL to manage and process your organization's invoice in a timely manner, you must submit invoices that meet the requirements for a **REGULAR INVOICE** and **FINAL INVOICE** as outlined below.

Submit the invoice and any required backup documents through e-mail (**Preferred Method**) or regular mail:

- | | |
|---|---|
| <p>1) JPL PREFERRED METHOD
 Send an e-mail to:
 subcontract.invoices@jpl.nasa.gov
 with the invoice and backup documents attached in one of the following electronic record file formats: .pdf, .tif, .jpg, .bmp, or .gif</p> | <p>or</p> <p>2) Mail the original invoice and one photocopy of all the invoicing documents to:
 Jet Propulsion Laboratory
 Invoice Management Section
 Mail Stop 601-208
 4800 Oak Grove Drive
 Pasadena, CA 91109</p> |
|---|---|

REGULAR INVOICE (SAMPLE INVOICE #1)

- 1. Invoice date
- 2. JPL subcontract number
- 3. Total subcontract value
- 4. Tax Identification Number (TIN)
- 5. Invoice number
- 6. Billing period for current charges
- 7. Remittance address
- 8. Invoice description (brief description of type of work performed)
- 9. Total amount due
- 9a. Portion of labor costs, software licenses, rental of real or tangible property performed/used solely in California or in the United States if foreign entity, to be taxed. **Refer to Note E. for details**
- 10. Certification wording, authorized signature, printed name, email, and phone number
"I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government."

<hr style="width: 80%; margin: 0 auto;"/> <i>Authorized Signature</i>	<hr style="width: 80%; margin: 0 auto;"/> <i>Name (Please Print)</i>
<hr style="width: 80%; margin: 0 auto;"/> <i>Email</i>	<hr style="width: 80%; margin: 0 auto;"/> <i>Phone Number/Extension</i>
- 11. Numbered pages
- 12. **Completed Standard Form 1443**

FINAL INVOICE (SAMPLE INVOICE #2)

- 1. Invoice date
- 2. JPL subcontract number
- 3. Total subcontract value
- 4. Tax Identification Number (TIN)
- 5. Invoice number
- 6. Billing period for current charges
- 7. Remittance address
- 8. Marked "FINAL INVOICE"
- 9. Total fixed price amount





- 10. Less previous amount billed
- 11. Total amount due
- 12. Portion of labor costs, software licenses, rental of real or tangible property performed/used solely in California or in the United States if foreign entity, to be taxed. **Refer to Note E. for details.**
- 13. Certification wording, authorized signature, printed name, email, and phone number
"I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government."

<i>Authorized Signature</i>	<i>Name (Please Print)</i>
<i>Email</i>	<i>Phone Number/Extension</i>

- 14. Numbered pages

Notes

- A. These instructions, which are made part of your subcontract by reference, are intended to provide guidance regarding submitting invoices to JPL so that we can process them for payment as quickly as possible. Regardless of these instructions, all JPL subcontractors remain solely responsible for compliance with the terms and conditions of their subcontracts and all applicable laws. To the extent of any inconsistency between these instructions and the corresponding subcontract, please refer to the Order of Precedence General Provision.
- B. The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by your subcontract, including these instructions. Invoices must be prepared on commercial invoices (e.g. company's letterhead) and must include your completed Standard Form 1443. We will not accept Public Voucher SR # 1034 or only the Standard Form 1443.
- C. We take the following steps in an attempt to pay every invoice that complies with these instructions within 30 days of receipt at JPL Invoice Management Section (IMS):
 1. Once we receive your invoice, we review each invoice for the above requirements.
 2. If the invoice does not meet any of the requirements, we will contact you ASAP and may request a correction and/or resubmission.
 3. We then send your invoice to the JPL Contract Technical Manager (CTM) and Subcontract Manager (SM) for review and approval.
 4. Once we receive CTM and SM approval, we will process your invoice for payment.
- D. For faster payment, IMS recommends signing up for Direct Deposit. Please visit <http://invoice.jpl.nasa.gov/IMS-Forms.html> and download the Direct Deposit Authorization form.
- E. **Notice of Potential Tax Withholding** – incorporated into your Subcontract as part of the General Provisions, JPL is legally obligated to withhold federal and/or state income taxes from certain contractor payments when required by law.

A state tax of 7% may be deducted from payments for the following: (1) labor for services, including customization of tangible goods, performed in California or (2) rental or lease of real or tangible property in California or (3) Royalties for software licenses used in California. Entities subject to this California Tax Reporting and Withholding include: contractors, sole proprietors, corporations, LLC companies and partnerships that do not have a permanent place of business in California or are not registered to do business in California.

Payments made to non-U.S. resident alien contractors, sole proprietors, corporations etc. are subject of up to a 30% federal tax withholding for: (1) services, including customization of tangible goods, performed in the United States (2) rental or lease of real or tangible property in the United States or (3) Royalties for software licenses used in the United States. Non-U.S. resident individual sole proprietors may be exempt from federal tax withholding or entitled to a reduction in federal taxes withheld if they claim exemption under an existing tax treaty between their country of origin and the United States.





FIXED PRICE with PROGRESS PAYMENT – REGULAR INVOICE (SAMPLE INVOICE #1)

The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by the subcontract, including these instructions.

1. Invoice Date: 7/1/2008
2. JPL Subcontract Number: 1234567
3. Total Subcontract Value: \$ 100,000.00
4. TIN: 12-3456789
5. Invoice Number: 10-234-6
6. Billing Period: 6/1/2008 to 6/30/2008

7. Remit To:
 ABC Company
 ABC Company Accounts Receivable
 567 Any Street
 Anytown, VT 12345-1234



8. Invoice Description	9. Total Amount Due
Progress Payment #1	\$ 5,000.00
9a. Portion of labor costs, software licenses, rental of real or tangible property performed/used solely in California or in the United States if foreign entity, to be taxed	\$500.00

10. *"I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government."*

Authorized Signature

Name (Please Print)

Email

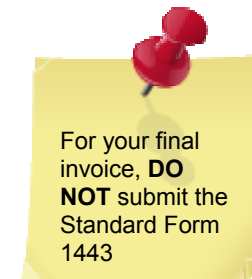
Phone Number/Extension



FIXED PRICE with PROGRESS PAYMENT – FINAL INVOICE (SAMPLE INVOICE #2)

The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by the subcontract, including these instructions.

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Invoice Date: 8/1/2008 2. JPL Subcontract Number: 1234567 3. Total Subcontract Value: \$ 100,000.00 4. TIN: 12-3456789 5. Invoice Number: 10-300-1 6. Billing Period: 7/1/2008 to 7/31/2008 | <ol style="list-style-type: none"> 7. Remit To:
 ABC Company
 ABC Company Accounts Receivable
 567 Any Street
 Anytown, VT 12345-1234 |
|---|--|



8. FINAL INVOICE	
9. Total Fixed Price Contract Amount	\$ 100,000.00
10. Less Previous Amount Billed	(\$5,000.00)
11. Total Amount Due	\$95,000.00
12. Portion of labor costs, software licenses, rental of real or tangible property performed/used solely in California or in the United States if foreign entity, to be taxed	\$ 2,500.00

13. *"I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government."*

Authorized Signature

Name (Please Print)

Email

Phone Number/Extension



Jet Propulsion Laboratory
 Invoice Management Section
 Mail Stop 601-208
 4800 Oak Grove Drive
 Pasadena, CA 91109-8099

SF 1443 - CONTRACTOR'S REQUEST FOR PROGRESS PAYMENT

IMPORTANT: This form is to be completed in accordance with instructions on reverse.

SECTION I - IDENTIFICATION INFORMATION

1. TO: Name and Address of Contracting Office Jet Propulsion Laboratory 4800 Oak Grove Drive Pasadena, CA 91109-8099		2. FROM: Name and Address of Contractor (Including Zip Code) ABC Company ABC Company Billing 567 Any Street Anytown, VT 12345-1234	
Paying Office Same		4. Contract Number 1234567	
		3. Small Business <input type="checkbox"/> YES <input type="checkbox"/> NO	B. Task Or Delivery Order Number
6. Rates		5. Contract Price \$	
7. Date of Initial Award		8a. Progress Payment Request No.	8b. Date of This Request
A. Prog Pymts 90.0 %	B. Liquidation 90.0 %	A. Year 2008	B. Month April
		1	
		7/1/2008	

SECTION II - STATEMENT OF COSTS UNDER THIS CONTRACT THROUGH 6/30/2008 (Date)

9. Reserved	\$	
10. Reserved		38,890.00
11. Costs eligible for progress payments under the progress payment clause		38,890.00
12. a. Total contract cost(s) incurred to date	\$	38,888.88
b. Estimated additional cost to	61,111.12	c. Total estimated costs of
13. Item 11 multiplied by item 6a.		35,000.00
14. a. Financing payments paid to subcontractors	\$	
b. Liquidated financing payments to subcontractors		
c. Unliquidated financing payments paid to subcontractors (Item 14a less 14b)		
d. Subcontract financing payments approved for current payment		
e. Eligible subcontractor financing payments (Item 14c plus 14d)		35,000.00
15. Total dollar amount (Item 13 plus 14e)		
16. Item 5 multiplied by item 6b	\$	90,000.00
17. Lesser of item 15 or item 16		35,000.00
18. Total amount of previous progress payments requested		0
19. Maximum balance eligible for progress payments (Item 17 less 18)		35,000.00

SECTION III - COMPUTATION OF LIMITS FOR OUTSTANDING PROGRESS PAYMENTS

20. Computation of progress payment clause	\$	
a. Costs included in Item 11, applicable to items delivered, invoiced, and accepted to the data in heading of Section II		
b. Costs eligible for progress payments, applicable to undelivered items and to delivered items not invoiced and accepted (Item 11 less 20a)		
c. Item 20b multiplied by item 6a	\$	
d. Eligible subcontractor financing payments (Same as item 14e)		
e. Limitation (Item 20c plus 20d)		
21. Computation of progress payment clause limitation	\$	
a. Contract price of items delivered, accepted and invoiced as of the date shown in the heading of Section II		
b. Contract price of items not delivered, accepted and invoiced (Item 5 less 21a)		
c. Item 21b multiplied by Item 6b		
d. Unliquidated advance payments plus accrued interest		
e. Limitation (Item 21c less 21d)		
22. Maximum unliquidated progress payments (Lesser of Item 20e or 21e)		
23. Total amount liquidated and to be liquidated	\$	
24. Unliquidated progress payments (Item 18 less 23)		
25. Maximum permissible progress payments (Item 22 less 24)		
26. Amount of current invoice for progress payment (Lesser of Item 25 or 19)		
27. Amount approved by contracting officer		



Invoice Management Section

invoice@jpl.nasa.gov

+1 (818) 354-7696



Jet Propulsion Laboratory
 Invoice Management Section
 Mail Stop 601-208
 4800 Oak Grove Drive
 Pasadena, CA 91109-8099

CERTIFICATION

Date _____ I certify that:

- (a) The above statement (with attachments) has been prepared from the books and records of the above-named contractor and the instructions hereon, and to the best of my knowledge and belief, that it is correct;
- (b) All the costs of contract performance (except as herewith reported in writing) have been paid to the extent shown herein, or where not shown as paid have been paid or will be paid currently, when due, in the ordinary course of business;
- (c) The work reflected above has been performed;
- (d) The quantities and amounts involved are considered with the requirements of the contract;
- (e) There are no encumbrances (except as reported in writing herewith, or on previous progress payment request number _____) against the property acquired or produced for, and allocated or properly chargeable to the contract which would affect or impair the Government's title;
- (f) There has been no materially adverse change in the financial condition of the contractor since the contractor's (insert 'as of' date of financial information) _____ submission of its last financial information dated (insert date of prior submission/certification) _____ to the Government in connection with the contract;
- (g) To the extent of any contract provision limiting progress payments pending first article approval, such provision has been completed with, and
- (h) After the making of the requested progress payment the unliquidated progress payments will not exceed the maximum unliquidated progress payments permitted by the contract.

Name and Title of Contractor Representative signing this form John Smith, Controller	Signature
Name and Title of contracting officer	Signature





INSTRUCTIONS

GENERAL - All dollar amounts must be shown in whole dollars, rounded using a consistent methodology (e.g. always round up, always round down, always round to the nearest dollar). All line items not included in the instructions below are self – explanatory.

SECTION I - IDENTIFICATION INFORMATION. Complete Items 1 through 8b in accordance with the following instructions.

Item 1. TO - Enter the name and address of the cognizant Contract Administration Office (the office administering the contract). PAYING OFFICE - Enter the designation of the paying office, as indicated on the contract.

Item 2. FROM - CONTRACTOR'S NAME AND ADDRESS/ZIP CODE - Enter the name and mailing address of the contractor. If applicable, the division of the company performing the contract should be entered immediately following the contractor's name.

Item 3. Enter an "X" in the appropriate block to indicate whether or not the contractor is a small business concern.

Item 4. Enter the contract number, including the task or delivery order number if applicable. Progress payment requests under individual orders shall be submitted as if the order constituted a separate contract, unless otherwise specified in this contract (FAR 52.232-16(m)).

Item 5. Enter the total contract price, in accordance with the following (See FAR 32-501-3):

- (1) Under firm-fixed price contracts, the contract price is the current amount fixed by the contract plus the not-to-exceed amount for any unpriced modifications.
- (2) If the contract is redeterminable or subject to economic price adjustment, the contract price is the initial price until modified.
- (3) Under a fixed-price incentive contract, the contract price is the target price plus the not-to-exceed amount for any unpriced modifications. However, if the contractor's properly incurred costs exceed the target price, the contracting officer may provisionally increase the price up to the ceiling or maximum price.
- (4) Under a letter contract, the contract price is the maximum amount obligated by the contract as modified.
- (5) Under an unpriced order issued against a basic ordering agreement, the contract price is the maximum amount obligated by the order, as modified.
- (6) Any portion of the contract specifically providing for reimbursement of costs only shall be excluded from the contract price.

Item 6A. PROGRESS PAYMENT RATES - Enter the 2-digit progress payment percentage rate shown in paragraph (a)(1) of the progress payment clause.

Item 6B. LIQUIDATED RATE - Enter the current progress payment liquidation rate prescribed in the contract (FAR 52.232-16(b)) using three digits – Example: show 80% as 800 – show 72.3% as 723. Decimals between tenths must be rounded up to the next highest tenth (not necessarily the nearest tenth), since rounding down would produce a rate below the minimum rate calculated (FAR 32.503-10(b)(4)).

Item 7. DATE OF INITIAL AWARD - Enter the four digit calendar year. Use two digits to indicate the month. Example: Show January 2005 as 2005/01.

Item 8A. PROGRESS PAYMENT REQUEST NUMBER - Enter the number assigned to this request. All requests under a single contract must be numbered consecutively, beginning with 1. Each subsequent request under the same contract must continue in sequence, using the same series of numbers without omission.

Item 8B. Enter the date of the request.

SECTION II – STATEMENT OF COSTS UNDER THIS CONTRACT. Date. In the space provided in the heading enter the date through which costs have been

accumulated from inception for inclusion in this request. This date is applicable to item entries in Sections II and III.

Cost Basis. In accordance with FAR 52.232-16(a)(1), the basis for progress payments is the contractor's total costs incurred under this contract, whether or not actually paid, plus financing payments to subcontractors (computed in accordance with FAR 52.232-16(j), less the sum of all previous progress payments made by the Government under this contract.

Item 11. Costs eligible for progress payments under the progress payment clause. Compute the eligible costs in accordance with the requirements at FAR 52.232-16(a)(1) through (4). First articles: Before first article approval, the acquisition of materials or components for, or the commencement of production of, the balance of the contract quantity is at the sole risk of the contractor. Before the first article approval, the costs thereof shall not be allowable for purposes of progress payments. (See FAR 52.209-3(g) and FAR 52.209-4(h)).

Item 12a. Enter the total contract costs incurred to date: if the actual amount is not known, enter the best possible estimate. If an estimate is used, enter (E) after the amount.

Item 12b. Enter the estimated cost to complete the contract. The contractor shall furnish estimates to complete that have been developed or updated within six months of the date of the progress payment request. The estimates to complete shall represent the contractor's best estimate of total costs to complete all remaining contract work required under the contract. The estimates shall include sufficient detail to permit Government verification.

Item 14a through 14e. Include only financing payments (progress payments, performance-based payments and commercial item financing) on subcontracts which are in accordance with the requirements of FAR 52.232-16(j). Do not include interim payments under a cost reimbursement contract.

Item 14a. Enter only financing payments actually paid.

Item 14b. Enter total financing payments recouped from subcontractors.

Item 14d. Include the amount of unpaid subcontract progress payment billings which have been approved by the contractor for the current payment in the ordinary course of business.

SECTION III – ADVANCED PAYMENTS/ACCEPTED ITEMS. This Section must be completed only if the contractor has received advance payments against this contract, or if the items have been delivered, invoiced and accepted as of the date indicated in the heading of Section II above. EXCEPTION: Item 27 must be completed for all progress payment request where the line 12c amount exceeds the amount on Line 5.

Item 20a. Of the costs reported in Item 11, compute and enter only costs which are properly allocable to items delivered, invoiced and accepted to the applicable date. In order of preference, these costs are to be computed on the basis of one of the following: (a) The actual unit costs of items delivered, giving proper consideration to the deferment of the starting load costs of, (b) projected unit costs (based on experienced costs plus the estimated cost to complete the contract), where the contractor maintains cost data which will clearly establish the reliability of such estimates.

Item 23. Enter total progress payments liquidated (monies recouped from the contractor on prior billings) and those to be liquidated from billings submitted but not yet paid (monies to be recouped from the contractor on submitted unpaid billings).

CERTIFICATION.

Paragraph (f) If no financial information has been provided previously in connection with this contract, insert "N/A" in the submission date block and the financial information date block. Otherwise, insert respectively, the "as of" date of the financial information submitted last and the date of the last submission.

