|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Consultant Contract Invoice By Task*** **This is original invoice**
* **This is a duplicate invoice**
 |  |  |  |  |  |
|  | *For City*  |  |  |  |
| **Date Invoice Sent to City** | *Date* |  Date Invoice Received: |  |   |  |
| **Consultant Name** | *Consultant Name* |   |  |   |  |
| **Contract Number** | *Contract #* |   |  |   |  |
| **Contract Title:** | *Contract Title* |   |  |   |  |
| **Work Authorization #** | *If Applicable* |   |   |   |  |
| **Work Authorization Title:**  | *If Applicable* |   |  |  |  |
| **Period Covered By** | *Month/Day/Year to Month/Day/Year* | **Consultant Mailing Address** |  |
| **Consultant Invoice No.**  | *#########* | Street Address, Suite #City, State Zip |  |
| **Consultant Project #**  | *If Applicable* |  |
| **Consultant Project Rep**  | *First Name Last Name* | **Consultant Remittance Address** |  |
| **Phone #** | *(Area Code) ###-####* | Street Address, Suite #City, State Zip |  |
| **Email**  | Name@Company.com |  |
|  **City Project Manager** | *Name of City PM* |  **Consultant Billing Office:**NamePhoneEmail |  |
|  | **Mail original hard-copy invoice to:** City of SeattleMailing AddressStreet Address, Suite #City, State ZipPhone: |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task # - Task Title** |  |  |  |  |  |
| **Salary Costs**  |  |  |  |  |  |  |  |
| **Personnel** | **Classification** | **Hours** | **Raw Rate** | **Current Invoice Total** |  |
|   |   | 0 | 0.00 | **0.00**  |  |
|   |   | 0 | 0.00 | **0.00**  |  |
|   |   | 0 | 0.00 | **0.00**  |  |
|  |  | **Subtotal Raw Rates Salary Costs This Task** |  |  **$ -**  |  |
|  |  |  |  |  |  | **Overhead**  | 0.0% |  **$ -**  |  |
|  |  |  |  |  |  | **Fee** | 0.0% |  **$ -**  |  |
|  |  |  |  |  |  |  | **Total Direct Salary Costs This Task** |  **$**  |  |
| **Direct Non-Salary Costs**  |  |  |  |  |  |  |  |
| **Item** | **Expense Category (List Subconsultants Separately)** |  | **Notes** | **Current Invoice Total** |  |
| 1 | **Travel & Per Diem** |   |  |  |
| 2 | **Reproduction** |   |  |  |
| 3 | **Communication** |   |  |  |
| 4 | **Sampling & Testing** |   |  |  |
| 5 | **Sub-Consultants** |   |  |  |
| 6 | **Other**  |   |  |  |
|  |  |  |  |  |  |  | **Subtotal Direct Non-Salary Cost This Task** |  **$ -**  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | **Task # - Task Name** | **Total Amount Due** |  **$ -**  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Task # - Task Name** |  |  |  |  |  |
| **Salary Costs**  |  |  |  |  |  |  |  |
| **Personnel** | **Classification** | **Hours** | **Raw Rate** | **Current Invoice Total** |  |
|   |   | 0 | 0.00 | 0.00 |  |
|   |   | 0 | 0.00 | 0.00 |  |
|   |   | 0 | 0.00 | 0.00 |  |
|  |  | **Subtotal Raw Rates Salary Costs This Task** |  **$ -**  |  |
|  |  |  |  |  |  | **Overhead**  | 0.0% |  **$ -**  |  |
|  |  |  |  |  |  | **Fee** | 0.0% |  **$ -**  |  |
|  |  |  |  |  |  |  | **Total Direct Salary Costs This Task** |  **$ -**  |  |
| **Direct Non-Salary Costs**  |  |  |  |  |  |  |  |
| **Item** | **Expense Category** |  | **Notes** | **Current Invoice Total** |  |
| 1 | **Travel & Per Diem** |   |   |  |
| 2 | **Reproduction** |   |   |  |
| 3 | **Communication** |   |   |  |
| 4 | **Sampling & Testing** |   |   |  |
| 5 | **Sub-Consultants** |   |   |  |
| 6 | **Other**  |   |   |  |
|  |  |  |  |  |  |  | **Subtotal Direct Non-Salary Cost This Task** |  **$ -**  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | **Task # - Task Name** | **Total Amount Due** |  **$ -**  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Task # - Task Name** |  |  |  |  |  |
| **Salary Costs**  |  |  |  |  |  |  |  |
| **Personnel** | **Classification** | **Hours** | **Raw Rate** | **Current Invoice Total** |  |
|   |   | 0 | 0.00 | 0.00 |  |
|   |   | 0 | 0.00 | 0.00 |  |
|   |   | 0 | 0.00 | 0.00 |  |
|  |  | **Subtotal Raw Rates Salary Costs This Task** |  **$ -**  |  |
|  |  |  |  |  |  | **Overhead**  | 0.0% |  **$ -**  |  |
|  |  |  |  |  |  | **Fee** | 0.0% |  **$ -**  |  |
|  |  |  |  |  |  |  | **Total Direct Salary Costs This Task** |  **$ -**  |  |
| **Direct Non-Salary Costs**  |  |  |  |  |  |  |  |
| **Item** | **Expense Category** |  | **Notes** | **Current Invoice Total** |  |
| 1 | **Travel & Per Diem** |   |   |  |
| 2 | **Reproduction** |   |   |  |
| 3 | **Communication** |   |   |  |
| 4 | **Sampling & Testing** |   |   |  |
| 5 | **Sub-Consultants** |   |   |  |
| 6 | **Other**  |   |   |  |
|  |  |  |  |  |  |  | **Subtotal Direct Non-Salary Cost This Task** |  **$ -**  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | **Task # - Task Name** | **Total Amount Due** |  **$ -**  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Total Amount Due This Invoice (Summary of All Tasks)** |  |  |
|  |  |  |  |  |  |  |  |  |  |