|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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](mailto:Name@Company.com) | |  |
| **City Project Manager** | | *Name of City PM* | | **Consultant Billing Office:**  Name  Phone  Email | | |  |
|  | **Mail original hard-copy invoice to:**  City of Seattle  Mailing Address  Street Address, Suite #  City, State Zip  Phone: | |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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)** | | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |