



## Time and Materials Invoicing Instructions



Dear Supplier:

In order for JPL to manage and process your organization's invoice in a timely manner, you must submit an invoice that meets the requirements outlined below.

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

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|---|--|
| <p>1) <b>JPL PREFERRED METHOD</b><br/>         Send an e-mail to:<br/> <a href="mailto:subcontract.invoices@jpl.nasa.gov">subcontract.invoices@jpl.nasa.gov</a><br/>         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 2) Mail the <i>original invoice and one photocopy</i> of all the invoicing documents to:<br/>         Jet Propulsion Laboratory<br/>         Invoice Management Section<br/>         Mail Stop 202-100<br/>         4800 Oak Grove Drive<br/>         Pasadena, CA 91109</p> |
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### Invoice Requirements

- 1. Invoice date
- 2. JPL subcontract number
- 3. Total subcontract value
- 4. Tax Identification Number (TIN)
- 5. Invoice number
- 6. Billing period
- 7. Remittance address
- 8. Current labor cost
  - 8.1 Employee name
  - 8.2 Labor classification
  - 8.3 Straight time hours
  - 8.4 Overtime hours
  - 8.5 Double time hours
  - 8.6 Straight time rate
  - 8.7 Overtime rate
  - 8.8 Double time rate
  - 8.9 Labor cost
  - 8.10 Total labor cost
  - 8.11 Portion of labor costs, software licenses , rental of real or tangible property performed/used in California or in the Unites States if foreign entity, to be taxed.
  - 8.12 Material cost
  - 8.13 Other Direct Costs (ODCs)
  - 8.14 Travel cost
  - 8.15 Less % retention amount (% applied to labor only specified in subcontract)
  - 8.16 Current amount due
  - 8.17 The current gross amount billed (including retention) broken down by JPL project/task number, if more than one JPL project/task is to be charged.
- 9. Cumulative amount billed to date
  - 9.1 Cumulative straight time hours
  - 9.2 Cumulative overtime time hours
  - 9.3 Cumulative double time hours
  - 9.4 Cumulative labor cost
  - 9.5 Total cumulative labor cost



- 9.6 Cumulative material cost
- 9.7 Cumulative ODCs
- 9.8 Cumulative travel cost
- 9.9 Cumulative gross amount billed to date
- 9.10 Cumulative retention
- 9.11 Cumulative amount billed to date
- 10. Travel breakout
  - 10.1 Employee name
  - 10.2 Travel dates
  - 10.3 Travel cost
  - 10.4 G&A rate and cost (if applicable)
  - 10.5 Total travel cost
  - 10.6 Cumulative travel cost
  - 10.7 Totals
- 11. 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."*

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Name (Please Print)

\_\_\_\_\_  
 Email

\_\_\_\_\_  
 Phone Number/Extension

- 12. Copies of timecards/timesheets, materials receipts, storeroom requisitions, supporting schedules for all items
- 13. Travel receipts and forms per your subcontract
- 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). We cannot accept invoices prepared on a Public Voucher SR # 1034 form.
- 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) for review and approval.
  4. Once we receive CTM 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.



Jet Propulsion Laboratory  
 Invoice Management Section  
 Mail Stop 202-100  
 4800 Oak Grove Drive  
 Pasadena, CA 91109-8099

### SAMPLE INVOICE – TIME AND MATERIALS

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.

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|--|--|
| <ol style="list-style-type: none"> <li>1. Invoice Date: 7/1/08</li> <li>2. JPL Subcontract Number: 1234567</li> <li>3. Subcontract Value: \$50,000.00</li> <li>4. TIN: 12-3456789</li> <li>5. Invoice Number: 10-234-6</li> <li>6. Billing Period: 6/1/08 – 6/30/08</li> </ol> | <ol style="list-style-type: none"> <li>7. Remit To:<br/>           ABC Company<br/>           ABC Company Accounts Receivable<br/>           567 Any Street<br/>           Anytown, VT 12345-1234</li> </ol> |
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8. CURRENT LABOR COST									9. CUMULATIVE AMOUNT			
8.1 Employee Name	8.2 Labor Classification	8.3 Straight Time Hours	8.4 Over Time Hours	8.5 Double Time Hours	8.6 Straight Time Rate	8.7 Over Time Rate	8.8 Double Time Rate	8.9 Labor Costs	9.1 Straight Time Hours	9.2 Over Time Hours	9.3 Double Time Hours	9.4 Cumulative Labor Costs
John Jones	Engineer II	40.0	0.0	0.0	\$40.00	\$0.00	\$0.00	\$1,600.00	80.00	0.0	0.0	\$3,200.00
Anne Smith	Engineer III	40.0	0.0	0.0	\$45.00	\$0.00	\$0.00	\$1,800.00	80.00	0.0	0.0	\$3,600.00
<b>8.10 Total Labor Cost</b>									<b>9.5 Cumulative Labor Cost</b>		<b>\$6,800.00</b>	
<b>8.11</b> Portion of labor costs, software licenses, rental of real property performed/used in California or in the United States if foreign entity, to be taxed									<b>9.6 Cumulative Materials</b>		<b>\$2,000.00</b>	
<b>8.12</b> Materials									<b>9.7 Cumulative ODCs</b>		<b>\$1,000.00</b>	
<b>8.13</b> ODCs – Specialty shop work									<b>9.8 Cumulative Travel</b>		<b>\$630.00</b>	
<b>8.14</b> Travel Costs									<b>9.9 Cum Gross Amount Billed To Date</b>		<b>\$10,430.00</b>	
<b>8.15</b> Less Retention (on labor only)									<b>9.10 Cumulative Retention</b>		<b>(\$340.00)</b>	
<b>8.16 CURRENT AMOUNT DUE</b>									<b>9.11 Cum Amount Billed To Date</b>		<b>\$10,090.00</b>	
<b>8.17</b> Gross Project Task Breakdown:												
123456/01 (J. Jones Labor and Travel, 50% of ODCs and Materials)									\$ 2,560.00			
123457/02 (A. Smith Labor and Travel, 50% of ODCs and Materials)									<u>\$ 2,655.00</u>			
Current Gross Amount Billed									\$ 5,215.00			



**SAMPLE INVOICE – TIME AND MATERIALS, continued**

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.

10. TRAVEL BREAKOUT					
10.1 Employee Name	10.2 Travel Dates	10.3 Travel Costs	10.4 G&A (5%)	10.5 Total Travel Cost	10.6 Cumulative Travel Costs
John Jones	6/1/07– 6/5/07	\$100.00	\$5.00	\$105.00	\$210.00
	6/8/07– 6/12/07	\$100.00	\$5.00	\$105.00	\$210.00
Anne Smith	6/1/07 – 6/5/07	\$100.00	\$5.00	\$105.00	\$210.00
<b>10.7 TOTALS</b>		\$300.00	\$15.00	\$315.00	\$630.00

**11.0** *“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

**12.0** Attach copies of timecards/timesheets, materials receipts, storeroom requisitions, supporting schedules for all items.

**13.0** Attach the travel receipts and forms per your subcontract.