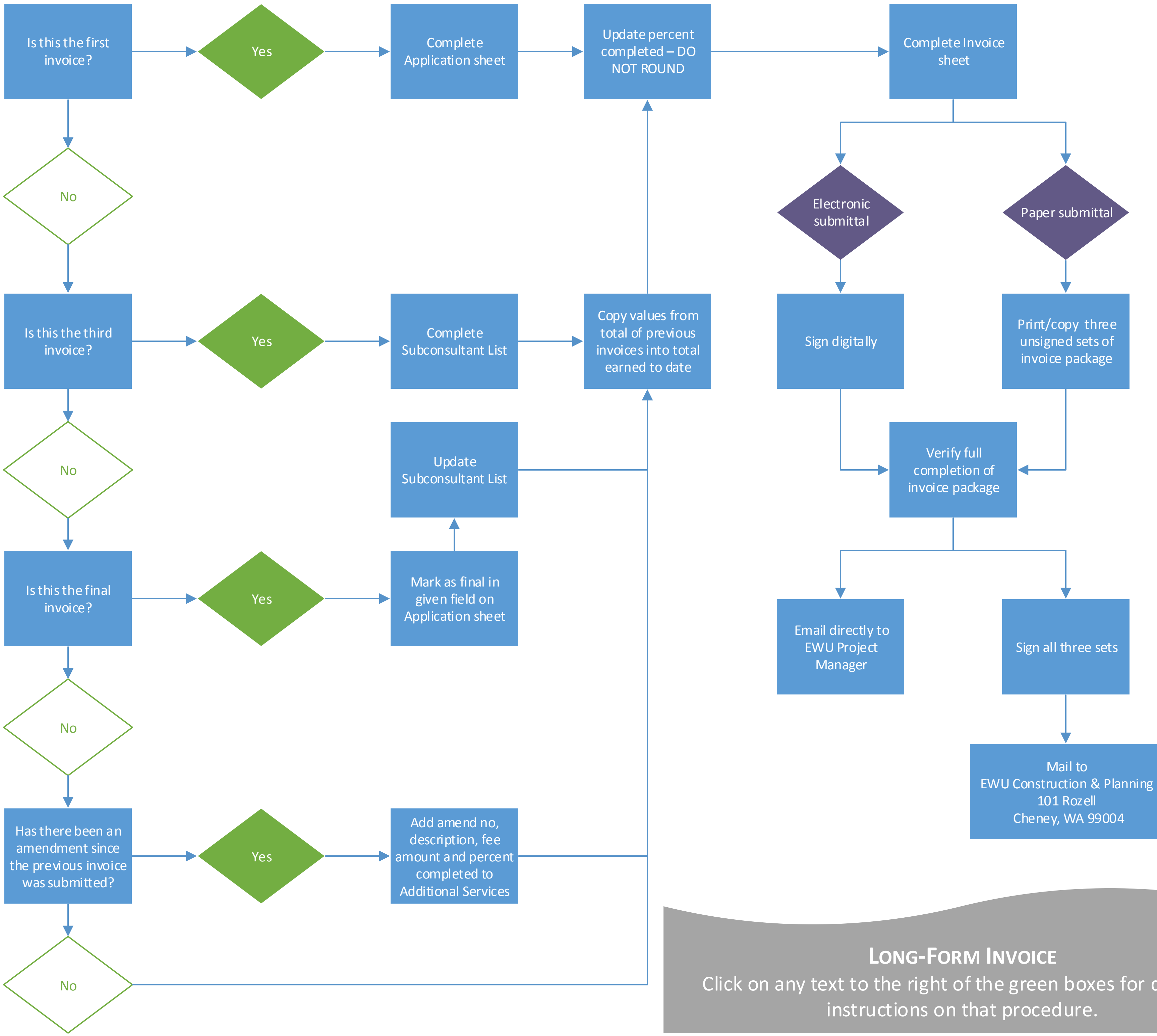

LONG-FORM INVOICE

Click on any text to the right of the green boxes for detailed instructions on that procedure.

Long Form Invoice – Instructions

First Invoice

1. Open the workbook.
2. All the fields with **blue text** are to be completed. The following instructions will provide further details on the various required forms.

Complete Application Sheet

3. Complete all fields under **Consultant Information.**
4. Complete **Invoice Date**, **Invoice/Certificate No**., **Final Invoice**, **Billing Period** fields.
5. Enter **Maximum Allowable Construction Cost**.

Basic Design Services

6. Descriptions of work for each phase with basic services have been pre-added.
7. Enter **fee amounts** for each line and percent completed **(%)** *(DO NOT ROUND – put in the exact decimal so the exact amount to be billed will calculate correctly).*

Additional Services

8. Enter **description of work** for each phase of additional services. If part of an amendment, indicate the **amendment number**.
9. Enter **fee amounts** for each line and percent completed **(%)** *(DO NOT ROUND – put in the exact decimal so the exact amount to be billed will calculate correctly).*

Complete Invoice Sheet

10. Complete the **Print Name**, **Title**, and **Date** fields. All other fields will auto-fill as Application sheet is filled out.

Verify & Submit Invoice Package

11. Check all numbers and **review invoice package** to verify it has been fully completed and that all pieces required will be submitted correctly. *The package must include: Invoice form and Application for Payment in triplicate.*

Paper Submission

12. All three sets must have **original signatures** – NO PHOTOCOPIED SIGNATURES. *It is recommended to prepare one set of the necessary forms, make two additional copies, and then sign all three sets.*
13. Submit **three (3) copies** of the completed, assembled, and signed invoice package to EWU Construction & Planning project manager for review and approval. By sending all three copies to:

Eastern Washington University
Construction & Planning
101 Rozell
Cheney, WA 99004-2464

Electronic Submission

14. Digital signatures are acceptable. *Photocopies of wet signatures are* not acceptable *for payment and will be* returned.
15. Submit Invoice form with digital signature via email directly to EWU Construction & Planning **project manager** for review and approval.

SECOND INVOICE

Update Application Sheet

16. Carry over amount already invoiced by copying "**Total Earned to Date**" column and pasting as **Value** into "**Less Total of Previous Invoices**" column. *Additional instruction on this procedure is outlined on the sheet to the right of the actual application.*
17. Enter **description of work** for any phase(s) of work added since submission of previous invoice. If part of an amendment, indicate the **amendment number**.
18. Update percent completed **(%)** to reflect the work done since the submission of the last invoice. *(DO NOT ROUND – put in the exact decimal so the exact amount to be billed will calculate correctly).*

19. *Complete Invoice Sheet.* Click here to return to the section that outlines instruction for this step.

20. *Verify and submit invoice package.* Click here to return to the section that outlines instructions for this step, and be sure to include Subconsultant List and Statement of MWBE Participation.

THIRD INVOICE

Complete Subconsultant List

21. The Subconsultant List and Statement of MWBE Participation is to be submitted with **the third and final invoices**. When you open the tab, all the information at the top of the page will be filled in automatically after the previous page has been completed.
22. In the box provided, please indicate if your firm is **M or WBE**.
23. For each subcontractor or supplier provide the **name**, **address**, **phone number**, and **federal tax identification number**.
24. In the column indicated M or WBE, identify each firm you believe to be a minority or women owned firm by using **M or MBE**, or **W or WBE**. The firms are not required to be certified.
25. In the Start of Contract Proposed Cost column include the **dollar amount** of that subcontract.

Adding Additional Subconsultants

26. Scroll down the page while looking at the line numbering along the left side. Using the mouse, highlight **number 35**, hold down the **Shift** key, and highlight **number 312**.
27. Right-click, scroll up, and click on "**unhide**." The sheet will open up to provide space for about 90 subconsultants.
28. When the subconsultants have all been added to the list, highlight the **unused rows** and again using the right mouse button, click on "**Hide**."
29. The sheet will print as many pages as needed to include all the subcontractors entered and still total correctly at the bottom.

30. *Update Application sheet.* Click here to return to the section that outlines instruction for this step.

31. *Complete Invoice sheet.* Click here to return to the section that outlines instruction for this step.

32. *Verify and submit invoice package.* Click here to return to the section that outlines instructions for this step.

ALL OTHER INVOICES – EXCLUDING FINAL

33. Refer to steps outlined in Second Invoice section.

FINAL INVOICE

34. *Update Application sheet.* Click here to return to the section that outlines instruction for this step.
35. Additionally, mark as final invoice by indicating "**Yes**" in given field on Application sheet.

36. *Update Subconsultant List* by repeating steps 22-26; be sure to complete the remaining M or WBE and Actual Cost columns.

37. *Complete Invoice sheet.* Click here to return to the section that outlines instruction for this step.

38. *Verify and submit invoice package.* Click here to return to the section that outlines instructions for this step.