

Professional Services Agreement

Invoice Sample 1 – Single Work Package Billed (Please see Note 2)

PROJECT MANAGEMENT CO
379 MARKET STREET
OAKLAND, CA 94604
Contact Name
510.555.5555
Vendor Email Address

Your Invoice Number

Invoice No.
20888913

Invoice Date
11/30/2009

Send To: San Francisco Bay Area Rapid Transit
Accounts Payable Department – LKS22
Subject: Invoice Submission
300 Lakeside Drive, 22nd Floor
Oakland, CA 94612

BART Contact Person: _____

Work Completed From: 11/01/2009 To: 11/30/2011	Contract ID/Agreement No: 6M8008
Terms Net 30	Purchase Order No: 6M8008
Billed Line Items (against Purchase Order Line-Sch Item/Description)	
(Current Period)	
TOTAL INVOICE AMOUNT	\$1,954.00
<u>Line – Sch</u>	<u>Item/Description</u>
14-1	WORK SCOPE A.17
	\$1,954.00

Note1: The purpose of this invoice sample is to demonstrate that the invoice summary/cover sheet must clearly identify the invoiced amount with a specific purchase order line item for payment purposes. Please continue to provide all necessary detail in the format as previously provided.

Note 2: For **Professional Services Agreement**, it is encouraged (as applicable) to bill a single work package in the subject invoice. This shall expedite the processing of the subject invoice.

Note 3: For all current contracts/agreements, the Contract ID/Agreement No: and the Purchase Order No: is the same. For all future contracts to be issued, the Purchase Order number shall be different from the Contract Id/Agreement No.

Professional Services Agreement

Invoice Sample 2 – Multiple Work Packages Billed (Please see Note 2)

PROJECT MANAGEMENT CO
379 MARKET STREET
OAKLAND, CA 94604
Contact Name
510.555.5555
Vendor Email Address

Your Invoice Number

Invoice No.
20888914

Invoice Date
11/30/2009

Send To: San Francisco Bay Area Rapid Transit
Accounts Payable Department – LKS22
Subject: Invoice Submission
300 Lakeside Drive, 22nd Floor
Oakland, CA 94612

BART Contact Person: _____

Work Completed From: 11/01/2009 To: 11/30/2011	Contract ID/Agreement No: 6M8008
Terms Net 30	Purchase Order No: 6M8008
Billed Line Items (against Purchase Order Line-Sch Item/Description)	
(Current Period)	
TOTAL INVOICE AMOUNT	\$25,000.00
<u>Line – Sch</u>	<u>Item/Description</u>
16-1	WORK SCOPE A.16
11-1	WORK SCOPE A.05
	\$20,000.00
	\$5,000.00

Note1: The purpose of this invoice sample is to demonstrate that the invoice summary/cover sheet must clearly identify the invoiced amount with a specific purchase order line item for payment purposes. Please continue to provide all necessary detail in the format as previously provided.

Note 2: For **Professional Services Agreement**, **unlike in Invoice Sample 1**, where it makes sense (and as applicable), multiple work packages can be invoiced in the same invoice.

Note 3: For all current contracts/agreements, the Contract ID/Agreement No: and the Purchase Order No: is the same. For all future contracts to be issued, the Purchase Order number shall be different from the Contract Id/Agreement No.

Purchase Order

Bay Area Rapid Transit Dist
 300 Lakeside Drive
 Oakland CA 94612
 United States

Vendor:
 PROJECT MANAGEMENT CO
 379 MARKET STREET
 OAKLAND, CA 94604

CHANGE ORDER		Dispatch via Print	
Purchase Order	Date	Revision	Page
BARTD-6M8008	12/25/2010	1 - 02/16/2011	1
Payment Terms	Freight Terms	Ship Via	
NET 30 DAY	FOB DESTINATION	COMMON CAR	
Buyer	Phone	Currency	
		USD	

Ship To: LKS(NO-TAX
 300 LAKESIDE DRIVE
 P. O. BOX 12688
 OAKLAND CA 94604-1288
 United States

Bill To: 300 LAKESIDE DRIVE
 P.O. BOX 12688
 OAKLAND CA 94604-2688
 United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	WORK SCOPE A.13		1.00	LS	185,128.00	185,128.00	02/20/2008
	Schedule Total					<u>185,128.00</u>	
	Item Total					<u>185,128.00</u>	
2- 1	WORK SCOPE A.4		1.00	LS	3,928.00	3,928.00	02/20/2008
	Schedule Total					<u>3,928.00</u>	
	Item Total					<u>3,928.00</u>	
3- 1	WORK SCOPE A.1		1.00	LS	16,895.00	16,895.00	02/20/2008
	Schedule Total					<u>16,895.00</u>	
	Item Total					<u>16,895.00</u>	
4- 1	WORK SCOPE A.2		1.00	LS	17,493.00	17,493.00	02/20/2008
	Schedule Total					<u>17,493.00</u>	
	Item Total					<u>17,493.00</u>	
5- 1	WORK SCOPE A.1-51		1.00	LS	4,357.00	4,357.00	02/20/2008
	Schedule Total					<u>4,357.00</u>	
	Item Total					<u>4,357.00</u>	
6- 1	WORK SCOPE A.3-42		1.00	LS	482.00	482.00	02/20/2008
	Schedule Total					<u>482.00</u>	
	Item Total					<u>482.00</u>	
7- 1	WORK SCOPE A.24		1.00	LS	7,721.00	7,721.00	02/20/2008
	Schedule Total					<u>7,721.00</u>	
	Item Total					<u>7,721.00</u>	
8- 1	WORK SCOPE A.2		1.00	LS	2,566.00	2,566.00	02/20/2008
	Schedule Total					<u>2,566.00</u>	
	Item Total					<u>2,566.00</u>	
9- 1	WORK SCOPE B.23		1.00	LS	66,730.00	66,730.00	02/20/2008
	Schedule Total					<u>66,730.00</u>	
	Item Total					<u>66,730.00</u>	

Authorized Signature

Purchase Order

Bay Area Rapid Transit Dist
 300 Lakeside Drive
 Oakland CA 94612
 United States

Vendor:
 PROJECT MANAGEMENT CO
 379 MARKET STREET
 OAKLAND, CA 94604

CHANGE ORDER		Dispatch via Print	
Purchase Order	Date	Revision	Page
BARTD-6M8008	12/25/2010	1 - 02/16/2011	2
Payment Terms	Freight Terms	Ship Via	
NET 30 DAY	FOB DESTINATION	COMMON CAR	
Buyer	Phone	Currency	
		USD	

Ship To: LKS(NO-TAX
 300 LAKESIDE DRIVE
 P. O. BOX 12688
 OAKLAND CA 94604-1288
 United States

Bill To: 300 LAKESIDE DRIVE
 P.O. BOX 12688
 OAKLAND CA 94604-2688
 United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard		
Line-Sch	Item/Description	Mfg ID	Quantity UOM	PO Price	Extended Amt	Due Date
10- 1	C.O. #16 - WORK SCOPE A.17		1.00LS	44,677.00	44,677.00	02/20/2008
	Schedule Total				<u>44,677.00</u>	
	Item Total				<u>44,677.00</u>	
11- 1	WORK SCOPE A.05		1.00LS	9,325.00	9,325.00	02/20/2008
	Schedule Total				<u>9,325.00</u>	
	Item Total				<u>9,325.00</u>	
12- 1	WORK SCOPE B.20		1.00LS	1,064.00	1,064.00	02/20/2008
	Schedule Total				<u>1,064.00</u>	
	Item Total				<u>1,064.00</u>	
13- 1	WORK SCOPE A.13		1.00LS	5,282.00	5,282.00	02/20/2008
	Schedule Total				<u>5,282.00</u>	
	Item Total				<u>5,282.00</u>	
14- 1	WORK SCOPE A.17		1.00LS	29,642.00	29,642.00	02/20/2008
	Schedule Total				<u>29,642.00</u>	
	Item Total				<u>29,642.00</u>	
15- 1	C.O. #11 - WORK SCOPE A.18		1.00LS	1,954.00	1,954.00	02/20/2008
	Schedule Total				<u>1,954.00</u>	
	Item Total				<u>1,954.00</u>	
16- 1	WORK SCOPE A.16		1.00LS	20,000.00	20,000.00	02/20/2008
	Schedule Total				<u>20,000.00</u>	
	Item Total				<u>20,000.00</u>	
	Total PO Amount				<u>417,244.00</u>	

Authorized Signature