

# Vendor Invoice Example

Below is an example you can use for an acceptable Vendor Invoice to include with your documentation. These include the items required to be on it, you can use your own formatting. Highlighted areas would require your invoice content to be entered.

Firm Logo with name as it shows on W9 under Firm Name or DBA/Trade Name

Firm's Remittance Address (does not have to be here, but should be on this page somewhere)

North Carolina Department of Transportation  
 Integrated Mobility Division  
 1550 Mail Service Center  
 Raleigh, NC 27699-1550  
 Attention: IMD Project Manager's Name

Invoice: Alpha/Numeric  
 Date: 00/00/0000  
 Page Number: 1 of 1  
 Project: Name of Project

LSC #: 7000000000

EIN: 000000000

PO #: 6300000000

WBS #: 00000.00.0.0

Invoice Period: 00/00/0000 – 00/00/0000

For Lump Sum, you would just need a breakdown of tasks you are claiming in this section.

Name #1

Hours	Rate	Billed Amount
<u>0.00</u>	<u>\$00.00</u>	<u>\$000.00</u>

Name #2

<u>0.00</u>	<u>\$00.00</u>	<u>\$000.00</u>
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Name #3

<u>0.00</u>	<u>\$00.00</u>	<u>\$000.00</u>
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<u>00.0</u>		<u>\$0,000.00</u>
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Overhead Rate: 00.00%

\$0,000.00

Subtotal

\$00,000.00

Fee: 0.00%

\$0,000.00

Cost of Capital: 0.00%

\$0.00

Additional Expenses (Travel, Supplies, Etc.)

\$0.00

Total \$00,000.00

Invoice Total \$00,000.00