

DESIGN BUILD SERVICES INVOICE INSTRUCTIONS

-
- 1) enter information for all fields that are highlighted in red
 - 2) update the Design Services fields and Fee to be consistent with the contract
 - 3) fill in the "% COMP" field for each billed item to populate the "AMOUNT DUE"
 - 4) fill in the "LESS PREVIOUSLY BILLED" field for past invoices
 - 5) verify accuracy of amounts
 - 6) Principal certifies, signs, and dates invoice
-

DESIGN BUILD SERVICES INVOICE

To: University of Central Florida
Facilities Planning & Construction
P.O. Box 163640
Orlando, FL 32816-3640

Project Name:
UCF Project #:
Purchase Order #:
Sequential Invoice #:
Date:
Design Builder's Project Number:
Design Builder's Invoice Number:
Other Professional Fields:

FROM:

Firm Phone #:
Federal ID #:
Contact Person:
Contact Person Phone/Email:

	DESIGN/BUILD SERVICES	FEE	% COMP	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE	TOTAL PAID
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
	GRAND TOTALS						

CERTIFIED TRUE AND CORRECT BY:

Typed Name of Principal

Signature of Principal

Date

UNIVERSITY APPROVAL	Date	Initials
Invoice Certification by UCF Project Manager Services have been rendered as invoiced		
Amounts invoiced are consistent with Contract		
Invoice Approval \$0 to \$50,000 Associate Director Facilities Planning and Construction		
\$50,000 + Director Facilities Planning and Construction		

Date Stamp for UCF FP&C Use Only