



Jet Propulsion Laboratory
California Institute of Technology
4800 Oak Grove Drive
Pasadena, California 91109-8099
(818) 354-4321

RE: Billing Instructions
JPL Labor-Hour/Time-and-Material Contract No.

Labor-Hour/Time and Material Contracts awarded by the California Institute of Technology/Jet Propulsion Laboratory (the "Institute" or "JPL") are cost reimbursable and subject to an audit of billed costs by JPL or the cognizant audit agency. It is our understanding that your basic accounting records are kept at the above address. If that is not the case, please advise us.

Please submit the original and two copies of your commercial invoices to the Jet Propulsion Laboratory, CONTRACT AUDIT GROUP, M/S 171-372. The contractor's name on invoices must be the same as stated in the Contract. Remittances will be made to the address on the invoice unless a separate "Remit to:" address is indicated.

Costs billed in accordance with contract terms will be provisionally paid, subject to audit. At any time before final payment under this Contract, JPL may audit or have audited invoices previously paid. Upon receipt of the invoice which you designate to be your "Completion Invoice," a final audit will be performed or requested.

A format for a sample invoice is attached as Exhibit A. If any questions arise with respect to your billing, please do not hesitate to contact the assigned Contract Auditor, XXXX XXXXXXXXXX at (818) 354-XXXX. If a conference is requested for further clarification, please contact the JPL Contract Administrator, XXXXXX XXXXXXXXXX at (818) 354-XXXX for meeting arrangements.

Ricardo Espinoza
Acting Supervisor, Contract Audit

Attachment

cc: Contractor Personnel Administrator
Contract Auditor, JPL
Negotiator, JPL

EXHIBIT A - BILLING INSTRUCTIONS

1. Contractor's name and address, including zip code.
2. A mailing address where payment can be forwarded, if different from the main address.
3. Send invoices to JPL's mail address:
Jet Propulsion Laboratory
4800 Oak Grove Drive
Pasadena, CA 91109-8099
4. Attention: Contract Audit
171-372
5. Contractor invoice number.
6. Date of invoice preparation. Back-dating of invoices is unacceptable.
7. JPL week ending date(s). Monday through Sunday represents the JPL work week.
8. The contract number.
9. Payment terms as agreed upon, usually net 30 days.
10. Consecutive Page numbering.
11. Enter a description of the item(s) invoiced. These include only the labor, travel, and other direct cost (ODC) items allowable per contract terms and conditions.
12. JPL badge number assigned to contractor employee.
13. The Contract Work Order (CWO) number as assigned by JPL.
14. Hours worked on the Contractor Labor Distribution Record (CLDR). (Note: Payment to contracting companies will be based on the JPL Accountable Contractor Accepted Labor Distribution Detail Report.)
15. The hourly rate(s) as stated on the CWO.
16. Hours worked (CLDR) multiplied by the hourly rate (col. 14 x col. 15)
17. Contractor employee's name.
18. The JPL 8 - digit account number as shown on the CLDR.
19. A sub total, per employee, of straight time hours, overtime hours, and extended dollar amounts when there are two or more account numbers.
20. Invoice total on final page of the invoice.
21. The signature of your company's authorized representative who can attest to the validity and accuracy of the charges appearing on the invoice.
22. Summarized invoice detail by employee, showing the CWO number, account number, and total dollars amounts for the identified employee.

INVOICE

EXHIBIT A

NEW TRENDS ENGINEERING, INC.
 39 VOYAGER LANE
 CARLSBAD, CA 95780



REMIT TO:
 FILE 20000
 P.O. BOX 1980
 PASADENA, CA 91006

SOLD TO: JET PROPULSION LABORATORY
 4800 OAK GROVE DRIVE
 PASADENA, CA 91109

INVOICE NO. 102394

ATTENTION: CONTRACT AUDIT
 171-372

INVOICE DATE: 11/01/96

W/E DATE	CONTRACT NO.		TERMS: NET 30 DAYS				PAGE NO.
10/25/96	955155						1
DESCRIPTION	BADGE NO.	CWO NO.	HOURS		RATE		EXTENSION
			S/T	O/T	S/T	O/T	
Goode, J. B. XXX-XXXXX XXX-XXXXX	AAA	111	32.00	4.00	10.00	14.00	376.00
			8.00		10.00	14.00	80.00
Sub-Total			40.00	4.00			456.00
Jane, P. L. XXX-XXXXX	CCCC	222	38.00	2.00	12.00	16.00	488.00
Smiley, I. M. XXX-XXXXX XXX-XXXXX XXX-XXXXX	EEEE	333	16.00		20.00		320.00
			22.00		20.00		440.00
			2.00		20.00		40.00
Sub-Total			40.00				800.00
INVOICE TOTAL							1744.00

SAMPLE INVOICE

SIGNATURE

INVOICE

EXHIBIT A

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39 VOYAGER LANE
CARLSBAD, CA 95780



REMIT TO:
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10/25/96	955155		NET 30 DAYS				1
DESCRIPTION	BADGE NO.	CWO NO.	HOURS		RATE		EXTENSION
			S/T	O/T	S/T	O/T	
S U M M A R Y							
		CWO #	ACCOUNT CODE				
		111	XXX-XXXXX				376.00
		111	XXX-XXXXX				80.00
		222	XXX-XXXXX				488.00
		333	XXX-XXXXX				320.00
		333	XXX-XXXXX				440.00
		333	XXX-XXXXX				40.00
						INVOICE TOTAL	1744.00

SAMPLE INVOICE