

SAMPLE

Date

Refer To: 214-RNN:wfj

Contractor's Name/ Address

XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

Subject: JPL Fixed Price Contract No. XXXXXX
Prime Contract NAS7-03001
Billing Instructions (Fixed Price with Progress Payment)

Dear Sirs:

We request that your billings be prepared on COMMERCIAL invoices in accordance with current government procurement procedures and that you submit the original and two complete copies of your COMMERCIAL invoices to the Jet Propulsion Laboratory, Subcontract Payment, Mail Stop 601-208.

As assurance that a responsible official within your organization has reviewed your invoices, we would appreciate your certifying each invoice as follows:

“I hereby certify that the above bill is correct and just, that payment therefore has not been received, and that the bill is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government.”

Authorized Signature
(Typed name of Official, telephone no.)

All invoices submitted by you under this contract should be COMMERCIAL type invoices. Billings prepared on a Public Voucher SF # 1034 form are not acceptable for payment purposes. The invoices should be numbered in a separate series for proper reference and must contain the following information:

- a) Date of Invoice
- b) JPL Contract Number
- c) Billing Period (for current charges)
- d) Invoice Description
- e) Billed amount (current and cumulative to date)

The subcontractor is also required to attach to each invoice, submitted in accordance with the Additional General Provision Entitled “Progress Payments” or “Progress Payments – Small Business”, as applicable, a fully completed “Contractor’s Request for Progress Payments”, Standard Form 1443. The Standard Form 1443 shows costs eligible for progress payments, estimated additional costs to complete, costs eligible which are applicable to items delivered, invoiced and accepted and costs eligible which are applicable to items not delivered or not invoiced and accepted, and unliquidated progress payments.

Upon submission, each invoice will be reviewed for adequacy. Any invoice found to be inadequate will be returned for correction and resubmission. We may request our Subcontract Audit Compliance department to conduct an assist audit of the costs billed by you to the Jet Propulsion Laboratory under the subject contract. If any questions arise with respect to your billings, please do not hesitate to contact the assigned Subcontract Manager.

Sincerely,

Supplier Payment Supervisor