

Time and Material and Labor Hour **INVOICE**

INVOICE #: _____
INVOICE DATE: _____

Phone: _____ Fax: _____

TO:
UT-Battelle, LLC
Accounts Payable Department
PO Box 2308
Oak Ridge, TN 37831-6436
Email invoice to ornlap@ornl.gov or
Fax to 865-241-1080

SHIP TO:
UT-Battelle, LLC for the Department of Energy

Comments or Special Instructions:

UT-Battelle Subcontract Number	BILLING PERIOD Beginning/End Date	Shipped Via	Customer Number

Element Description	Current Amount	Cumulative Amount
LABOR – STANDARD TIME (itemize on attached statements – as shown on Appendix-A and Appendix-B or other Company Approved Format)		
LABOR – OVERTIME* (itemize on attached statements – as shown on Appendix-A and Appendix-B or other Company Approved Format)		
TOTAL LABOR		
MATERIAL* (itemize on attached statements – as shown on Appendix-C or other Company Approved Format with receipts)		
TRAVEL* (itemize on attached Travel Expense Statement Form(s) or other Company Approved Format with receipts if required)		
Handling Charge* (Material and Travel)		
TOTAL MATERIAL AND TRAVEL		
INVOICE SUBTOTAL		
RETENTION		
TOTAL AMOUNT DUE		

** Must be specified in the Agreement*

If you have any questions concerning this invoice, contact [Name, phone, e-mail]

CERTIFICATE OF CONFORMANCE

I certify that _____ (insert Seller's name) has furnished the Direct Labor Hours (DLH) called for and identified on this invoice in accordance with Agreement No. _____. I further certify that the work is of the quality specified and conforms in all respects with the Agreement requirements, that all amounts invoiced for labor, travel, and other material costs have been paid, and the amount of this invoice is now due.

Date: _____.

Signature: _____.

Title: _____.