

My Company Name
 1 My Address
 My email/website

2 Invoice No. 001-0035

1. Must match contract

2. Invoice number must be unique for the company. This sample has used a sequential number with part of the contract number at the end to make it unique.

DUPLICATE

3. Must start with "AG" and be from the obligating document which defines the cost, delivery schedule, etc.

Customer

Name USDA
 Address Specified Agency PO Box
 City St Louis State MO ZIP
 Phone

2 Date 4/17/2007

3 Order No AG-1234-D-07-0035

Contract No.

5 FOB N/A

5. As specified in the contract. Shipping terms may not be applicable for services.

3 Contract Line Item	4 Description	4 Qty	4 Unit	4 Unit Price	4 TOTAL
001	Janitorial Services, Ranger Station, Mar 1-Mar 31, 2007	1.00	Month	\$600.00	\$ 600.00
003	Janitorial Services, Campground, Mar 1-Mar 31, 2007	1.00	Month	\$400.00	\$ 400.00
				SubTotal	\$ 1,000.00
				Shipping	\$ -
				4 TOTAL	\$ 1,000.00

3. This is the contract line. This is not an invoice line item.

4. The description should match the contract. Must include all elements of the pricing as shown.

4. Must show the math!

6. Should match contract or a proper assignment of claims. Listing an assignment of claims on an invoice does not constitute a proper assignment.

8 and 9. Only if the contract requires it. However, CCR must have the proper information in order to be paid. CCR must be updated if it is not correct except for contracts with an assignment of claims. CO should be notified if EFT changes during contract.

8 Tax ID Number (

6 Remit Payment

Name _____
 Address _____

9 Bank Name

Routing No _____
 Account No _____

10. See contract for other requirements.

10 Any other information as required by contract

7 For questions contact: Name, Title, Address, Phone, Email

7. Point of contact regarding questions or rejections. Email is preferred.

FAR 32.905(b)(1)

A proper invoice must include the following items (except for interim payments on cost reimbursement contracts for services):

1. Name and address of the contractor.
2. Invoice date and invoice number. (Contractors should date invoices as close as possible to the date of mailing or transmission.)
3. Contract number or other authorization for supplies delivered or services performed (including order number and contract line item number).
4. Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.
5. Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms). Bill of lading number and weight of shipment will be shown for shipments on Government bills of lading.
6. Name and address of contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment).
7. Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice.
8. Taxpayer Identification Number (TIN). The contractor must include its TIN on the invoice only if required by agency procedures. (See FAR 4.9 TIN requirements.)
9. Electronic funds transfer (EFT) banking information.
 - a. The contractor must include EFT banking information on the invoice only if required by agency procedures.
 - b. If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the contractor must have submitted correct EFT banking information in accordance with the applicable solicitation provision (e.g., [52.232-38](#), Submission of Electronic Funds Transfer Information with Offer), contract clause (e.g., [52.232-33](#), Payment by Electronic Funds Transfer-Central Contractor Registration, or [52.232-34](#), Payment by Electronic Funds Transfer-Other Than Central Contractor Registration), or applicable agency procedures.
 - c. EFT banking information is not required if the Government waived the requirement to pay by EFT.
10. Any other information or documentation required by the contract (e.g., evidence of shipment).