

INSTRUCTIONS FOR COMPLETING SCHEDULE OF PRICES, ESTIMATE FOR VOUCHER, RETENTIONS SUMMARY, AND CONTRACTOR'S INVOICE	
1.	<i>Print out these instructions first, then follow them in completing the worksheets.</i>
Schedule of Prices	
2.	The Schedule of Prices worksheet is password-protected. Cells shaded light <i>yellow</i> are for Contractor's input. All other cells (unshaded) are protected against modification.
3.	Click on the Schedule of Prices <i>worksheet tab</i> to begin.
4.	Complete blocks no. 1, 2, and 3 in PART I .
5.	Block no. 1, the ACTIVITY AND LOCATION, should indicate the actual Navy or other Government agency which will ultimately use the construction. Generally, the appropriate agency name can be found in the main contract title. For instance, "Naval Station Pearl Harbor", "Naval Shipyard Pearl Harbor", "Fleet Industrial Supply Center Pearl Harbor", etc.
6.	Block no. 2, the TITLE OF CONTRACT AND SITE LOCATION is self-explanatory and can be easily identified from the contract plans or specification documents.
7.	Block no. 3, the NAME AND ADDRESS OF CONTRACTOR, is also self-explanatory.
8.	A company official (one who can commit the contractor financially and legally) shall sign the Schedule of Prices in Block no. 4. Indicate the signer's title or position as well.
9.	Do not complete blocks no. 1 thru 11 in PART II .
10.	Remember these basic "rules":
	a. If you wish to be paid for your bond premiums separately, identify it as a separate line item and indicate the actual cost of the bond premium unburdened by profit, overhead, taxes, etc.
	b. If you wish to be paid for materials delivered to the site or at another secured location, discuss this with the Contracting Officer first. On nearly all Government contracts, permission to be paid for materials only (when not yet physically incorporated into the construction) can be granted, but only at the sole discretion of the Contracting Officer. If you obtained approval to invoice for materials only, you should separately list these in the Schedule of Prices unburdened by profit, overhead, etc.; however, sales taxes and delivery charges can be included. Often, the amount you "schedule" will not reflect the final total of your material "invoices". If your schedule exceeds invoice totals, the remainder can not be paid until final payment. If your schedule is less than invoice totals, only the scheduled amount will be paid. If you wish to correct these at any time, submit a revised Schedule of Prices for approval.
	c. Avoid using the quantity unit "LUMP SUM", "ONE JOB", or any other singular quantity unit. If you include such line items, you may not request partial payment for that item. Singular quantity items will be paid for when that item is 100% compete.
	d. For scheduled items, use quantities and units that enable the Government Construction Representative to physically measure progress such as "LINEAR METERS", "CUBIC METERS", etc. This will allow for actual measuring of work quantities in place which in turn will permit your obtaining progress payments for partial completions.
	e. It is not necessary to revise your Schedule of Prices whenever a contract modification is issued.
11.	Indicate line item numbers in block 12a using any convention you are comfortable with. Some firms will indicate spec section numbers in the line item number identification. Others use a simple 1-2-3 sequence.
12.	Provide a brief description of the work in block 12b for each item. Keep it concise, preferably not exceeding one line's space.
13.	Indicate field-measurable quantities in block 12c. You may approximate these quantities and round them as you feel necessary. Avoid extreme precision such as hundredths of a foot, etc. Identify the quantity unit such as "M", "M ³ ", "EA", etc.

14.	Identify material unit cost and labor unit cost in blocks no. 12d and 12e respectively. You may use any degree of precision you see fit. The total material COST, total labor COST, and TOTAL COST for each line item will be computed automatically .
15.	The worksheet will automatically provide totals at the bottom of the sheet.
16.	If you need more than one page (this is common-place), request continuation sheets from the Contracting Officer. You will not be able to expand the spreadsheet you have because it is password-protected.
<u>Estimate for Voucher</u>	
17.	The Estimate for Voucher worksheet is password-protected. Cells shaded light <i>yellow</i> are for Contractor's input. All other cells (unshaded) are protected against modification. You <i>must</i> complete the Schedule of Prices <i>before</i> you work on the Estimate for Voucher.
18.	Click on the Estimate for Voucher <i>worksheet tab</i> to begin.
19.	Provide the date for which the invoicing period ends.
20.	In the Work-In-Place columns, provide the previous report WIP percentage and the this report (current) WIP percentage. The to date (total) WIP percentage will be automatically computed . Also, the total dollar-value of WIP will be automatically computed and carried over onto your invoice worksheet .
21.	In the appropriate yellow boxes, indicate the modification ID numbers through which the invoice considers. For instance if 8 mods have been incorporated, input "1" and "8" in the boxes.
22.	Indicate the total amount you are withholding (retention) from your subcontractors and suppliers. You must summarize your retentions in the Retentions Summary worksheet. Indicate the amount of previous invoices in the appropriate yellow box near the bottom of the form. Please use the amount you previously <u>invoiced</u>, not the amount you were paid subject to Government-held retentions and adjustments.
23.	If you need more than one page (this is common-place), request continuation sheets from the Contracting Officer. You will not be able to expand the spreadsheet you have because it is password-protected.
<u>Retentions Summary</u>	
24.	The Retentions Summary worksheet is password-protected. Cells shaded light <i>yellow</i> are for Contractor's input. All other cells (unshaded) are protected against modification. This sheet does not rely upon completion of other worksheets. You <i>must</i> complete the Schedule of Prices <i>before</i> you work on the Contractor's Invoice.
25.	Click on the Retentions Summary <i>worksheet tab</i> to begin.
26.	List individual subcontractors and suppliers from whom you are withholding payment retentions.
27.	Indicate the amount of each subcontractor's or supplier's invoice and the amount being retained. The retentions total will be carried over automatically onto your invoice worksheet .
28.	Provide brief narrative reason for each retention (e.g. "Late payrolls", "Subcontract agreement", "Purchase Order agreement", etc.).
<u>Contractor's Invoice</u>	
29.	The Contractor's Invoice worksheet is password-protected. Cells shaded light <i>yellow</i> are for Contractor's input. All other cells (unshaded) are protected against modification. You <i>must</i> complete the Schedule of Prices <i>before</i> you work on the Contractor's Invoice.
30.	Click on the Contractor's Invoice <i>worksheet tab</i> to begin.
31.	Provide the date of the invoice.
32.	Provide the invoice number (MUST be sequential).
33.	Some data will be automatically shown from the completed Schedule of Prices and Estimate for Voucher, and Retentions Summary worksheets.

34.	Do NOT manually erase, use "white-out", or otherwise manually correct any entries from a hard-copy printout of the Invoice. If manual corrections become necessary, simply draw a single line through the entry and have the authorized Contractor employee initial (acknowledge) the correction.
35.	Provide the title of your company official signing the invoice. This person must be a company owner, corporate officer, or someone authorized to sign the invoice on behalf of the Contractor.
36.	Provide the name and title of your company official certifying the invoice pursuant to contract clause FAR 52.232-5. This person must be a company owner, corporate officer, or someone authorized to certify the invoice on behalf of the Contractor.
37.	Provide the name of your QC Manager certifying the payment pursuant to contract specification section 01200. This person must be the project QC Manager.
38.	Print out the invoice form and have it signed by an authorized Contractor employee.
39.	GOOD LUCK! If you have any questions, please contact your Contracting Officer!

ESTIMATE FOR VOUCHER

NAVFAC-4330/54 (Rev Dec 2009)

CONTRACT NO. 0	ACTIVITY AND LOCATION 0	CURRENT CONTRACT AMOUNT \$0.00
INSPECTOR	CHECKED BY	APPROVED BY
		PERIOD ENDING

FROM SCHEDULE OF PRICES				% WORK IN PLACE			TOTAL SCHEDULE COST		TOTAL AMOUNT DUE TO DATE
NO.	ITEM	SCHED QTY	UNIT	PREV REPT	THS REPT	TO DATE	FURNISH	INSTALL	
<u>BASIC CONTRACT</u>									
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
SUBTOTAL							-	-	-
BALANCE FORWARD							-	-	-
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			

FROM SCHEDULE OF PRICES				% WORK IN PLACE			TOTAL SCHEDULE COST		TOTAL AMOUNT DUE TO DATE
NO.	ITEM	SCHED QTY	UNIT	PREV REPT	THS REPT	TO DATE	FURNISH	INSTALL	
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
	SUBTOTAL						-	-	-
	BALANCE FORWARD						-	-	-
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			
0		0	0	0		0%			

FROM SCHEDULE OF PRICES				% WORK IN PLACE			TOTAL SCHEDULE COST		TOTAL AMOUNT DUE TO DATE
NO.	ITEM	SCHED QTY	UNIT	PREV REPT	THS REPT	TO DATE	FURNISH	INSTALL	
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
	SUBTOTAL						-	-	-
	BALANCE FORWARD						-	-	-
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
0		0	0	0			0%		
	BASE CONTRACT TOTAL						-	-	-
	BALANCE FORWARD						-	-	-
	MODIFICATIONS								
						0%			

FROM SCHEDULE OF PRICES				% WORK IN PLACE			TOTAL SCHEDULE COST		TOTAL AMOUNT DUE TO DATE	
NO.	ITEM	SCHED QTY	UNIT	PREV REPT	THS REPT	TO DATE	FURNISH	INSTALL		
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
						0%				
GROSS AMOUNT DUE TO DATE INCLUDING MODIFICATIONS							THRU			-
<i>(This section for Government use only.)</i>										
% CONTRACT COMPLETED							LESS RETENTIONS (See Retentions Summary)		-	
							SUBTOTAL		-	
PAYMENT NO.							LESS PREVIOUS INVOICED AMOUNT			
							NET AMOUNT THIS VOUCHER		-	

RETENTIONS SUMMARY

NAVFAC 4330/54A (Dec 2009)				
CONTRACT NO.		ACTIVITY AND LOCATION		GROSS AMOUNT DUE
0		0		\$0.00
INSPECTOR		CHECKED BY	APPROVED BY	PERIOD ENDING
				00 Jan 00
	SUBCONTRACTOR / SUPPLIER NAME	INVOICE AMOUNT	RETENTION AMOUNT	REASON
TOTALS		-	-	

NAVAL FACILITIES ENGINEERING COMMAND			
CONTRACTOR'S INVOICE			
NAVFAC 7300/30 (Dec 2009)			
		INVOICE DATE	
		INVOICE NUMBER	
FROM:			
TO:	FEAD/ROICC Name		
1. Below is a Statement of Performance under Contract	0	at (Station)	0
The enclosure provides breakdown of this statement of performance.			
A.	Total value of contract through change	A00000	\$0.00
B.	Percentage of performance complete		
C.	Value of completed performance		\$0.00
D.	Less: Retention held from subcontractors and suppliers		\$0.00
E.	Less: Total of prior invoices		\$0.00
F.	Amount of this invoice		\$0.00
		Signature	Title
CONTRACTOR'S CERTIFICATION			
52.232-5 PAYMENTS UNDER FIXED-PRICE CONSTRUCTION CONTRACTS (MAY 1997)			
I hereby certify, to the best of my knowledge and belief, that:			
(1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract;			
(2) Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds of the payment covered by this certification, in accordance with subcontract agreements and the requirements of Chapter 39 of Title 31, United States Code;			
(3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract; and			
(4) This certification is not to be construed as final acceptance of a subcontractor's performance.			
		Signature	Date
		Name	Title
<i>(The above certification applies to all contracts awarded on or after 01 April 1989.)</i>			
QUALITY CONTROL MANAGER'S CERTIFICATION			
I hereby certify that the as-built drawings are current and the work for which payment is requested, including stored material, is in compliance with the contract requirements.			
		Signature	Date
			Quality Control Manager

		Name		Title
--	--	-------------	--	--------------