

Invoice Training Handout File

March 2014



VIDEO

Print Handouts:

1. Go to website www.illinoistollway.com
2. Click on:
 - a. Doing Business
 - b. Construction and Engineering
 - c. Consultant *Invoicing* Forms(Middle page, right side under Consultant Resources)
3. Print Handouts # 1-3, 5, 8-25, 17-23, 27 and 28:

Print or Find:

4. For Handouts # 4, 6 and 7 you can either:
 - a. Print off website
 - i. Doing Business
 - ii. Construction and Engineering
 - iii. Consultant *Contract* Forms
 - iv. Proposal Exhibits (C-1, C-2 and C-3)

OR

- b. Find copies of Forms in your Tollway Contract Packet

Number the Handouts:

5. Per following list so you can easily identify them during training.

Handout List:

1. * **Contracts PRE PSB 13-1**

1A. CM Monthly Progress Report and Invoice Instructions 6/2011

1B. DSE Monthly Progress Report and Invoice Instructions 6/2011

* **Contracts POST PSB 13-1**

1C. CM Monthly Progress Report and Invoice Instructions 3/2014

1D. DSE Monthly Progress Report and Invoice Instructions 3/2014

NOTE: Which file you print above depends on 2 things: if you are CM or DSE **AND** whether your contract is PRE or POST PSB 13-1.

2. CM/DSE Certified Payroll Affidavit
3. CM/DSE Work Force Rate Revisions Form (1/2010)
4. Exhibit C-1 (*found in your Tollway Contract*)
5. Payroll Rate Form (10/2013)
6. Exhibit C-2 (*found in your Tollway Contract*)
7. Exhibit C-3 (*found in your Tollway Contract*)
8. CM/DSE Invoicing Cover Checklist Form (11/2013)
9. DSE Monthly Progress Report Narrative (3/2013)
10. CM Monthly Progress Report Narrative (CM - Inspection) (3/2013)
11. CM Monthly Progress Report Narrative (CM - Management) (3/2013)
12. DSE Manpower Report by Task Form
13. CM Manpower Report by Company Form
14. CM A2 Form - Weekly Progress Reports (10/2013)
15. CM/DSE Invoice Forms: Invoice Summary Sheet – Prime
16. Exhibit B (*go back to Doing Business; Consultant Contract Forms; Proposal Exhibits*)
17. CM/DSE Invoice Forms: Direct Labor Summary
18. CM/DSE Invoice Forms: Direct Costs Summary
19. CM/DSE Monthly Vehicle Log Form
20. CM/DSE Invoice Forms: Services by Others Summary
21. CM/DSE Invoice Forms: Invoice Summary Sheet - Sub
22. Joint Venture Invoicing Forms (*if you are a Joint Venture*)
23. Invoice Adjustment Report (*file next to web video*)
24. Example Rebill (*file next to web video*)
25. Example Adjustment (*file next to web video*)
26. CM/DSE Reallocation Form
27. CM/DSE Electronic Approved Timesheet Request Template Letter
28. Final Invoice Letter