Sample Invoice

**To:**

Space Science Institute

4750 Walnut Street, Suite 205

Boulder, CO 80301

Attn: Accounts Payable

**Contractor:**

Jane Doe, PhD

123 Country Lane

Boulder, CO 80301

Phone: 555-632-6789

**Invoice Date:** January 1, 2010

**SSI Agreement Number:** SUBAWD 00123

**Invoice Number:** 1

**Time Period Covered by Invoice:** December 1 – December 31, 2009

**STARTING BALANCE OF FUNDS:** $3,920.00

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**Item Description Cost**

1 Teleconference on 12/15/2009 with NASA; participants $120.00

Included: Dr. White, Dr. Jones, and Mr. Smith; 1.5 hours

2 Prepare workshop presentation; 12/10/2009 – 12/17/2009; $1,000.00

 12.5 hours

 **TOTAL AMOUNT FO R THIS INVOICE:** $1,120.00

 **TOTAL AMOUNT INVOICED TO DATE**: $1,120.00

 **REMAINING CONTRACT AMOUNT:** $2,800.00

***I hereby certify that the above reporting of activities and expenses are a true and accurate reporting for the time period reported above and that this will become the basis of a claim against the Federal Government.***

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Signature of Jane Doe

***Please note: Attached please find all necessary back-up documentation for all costs beyond standard salary, fringe, and indirect costs, as per the terms of the Agreement with Space Science Institute.***