

CONSULTANT'S PAY REQUEST

Pay Request No. _____

To: Tricia Pursell, Business Manager Building 90 University of West Florida 11000 University Parkway Pensacola, FL 32514-5750	Page ___ of ___ Pages Federal I.D. No.: _____ UWF Project No.: _____ Project Name: _____ P.O. Number: _____
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From:	Date:
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SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Program Analysis					
Preliminary Design					
Bidding Documents					
Bidding					
Construction					
Project Turn Over and Close Out					
TOTAL DESIGN AMOUNT					
On Site Observation					
Reimbursables					
Other					
TOTAL CONTRACT					

Total due Architect/Engineer: _____

CERTIFIED TO BE TRUE AND CORRECT BY:

_____	_____	_____
Date	Signature of Principal	Typed Name and Title

Date Received: _____	INVOICE INSTRUCTIONS: Please prepare invoices properly to avoid delaying payment. For complete instructions, consult Professional Services Guide. Invoice using this standard format, and number consecutively starting with "1". Submit signed original; attach appropriate back-up documents. Consultant's invoice should be marked "Approved" and signed on the face by a principal of the A/E firm.
Project Manager: _____ Signature and Date	
Director, A&E Services: _____ Signature and Date	
Business Manager: _____ Signature and Date	
Assoc. Vice Pres. Facilities Services: _____ Signature and Date	