

**HOME/HTF Affordable Housing Development Grant Administration Manual
Tools and Resources**

Sample of a Consultant's Invoice Meeting Commerce's Requirements

The itemized invoice below includes sufficient details to be used as a sample by contractors, subcontractors, consultants, and vendors or suppliers.

WILDFLOWER VISTA HOUSING DEVELOPMENT PROJECT				
Management, Inc. Invoice for Project Management Services				
October 2021				
<u>Name</u>	<u>Title</u>	<u>Hours</u>	<u>Activity</u>	<u>Date Performed</u>
Winthrop	Project Manager	2.5	Meet with contractors	10/03/21
Winthrop	Project Manager	3.0	Prepare request for reimbursement (#3)	10/04/21
Winthrop	Project Manager	1.0	Review construction progress with contractors	10/11/21
Winthrop	Project Manager	4.0	Visit site and inspect progress	10/12/21
Winthrop	Project Manager	3.0	Prepare request for reimbursement (#4)	10/12/21
Winthrop	Project Manager	2.0	Review change orders	10/15/21
Total Hours		15.5	@ \$28.00/hour =	\$434.00
Travel to/from construction site (50 mi. @ \$.355/mi.)				<u>\$ 17.75</u>
Invoice Total:				\$451.75
See the attached additional documentation substantiating the charges.				