

Invoicing
For
SAWS Governmental Relocation
Joint Bid Projects

The following is a list of required information that needs to be included in an invoice prior to submitting for payment. If the following information is not included in a submitted invoice or if the amount being invoiced is not correct, it will be returned to the consultant for revisions. The consultant is responsible for submitting a correct invoice to SAWS for processing.

- **SAWS Job No.** Each invoice will have its own SAWS Job No. If you are invoicing for both water and sewer work you must submit separate invoices for the water and sewer.
- **Sign and Date.** SAWS requires only one signed original invoice for processing. The signed original needs to be a hard copy. No fax invoices or electronic invoices will be processed. Signature must be dated with the date that it is signed and should not be backdated to the time that a previous incorrect invoice was submitted.
- **Invoice Form.** Please use the correct invoice form for the specific project.
- **Invoice No.** Saws requires that the invoice number be indicated in the top right corner. For water work use 1W and follow in a consecutive order. For sewer work use 1 WW and follow in consecutive order. Please follow the previously approved invoice and follow the sequence.
- **Construction Phase.** For construction phase services, the maximum amount that can be invoiced is 90% until the approval letter from SAWS for the As-builts as been received. Then the remaining 10% can be invoiced when final record drawings are submitted on mylars and electronically.
- **Construction Phase Percentages.** Construction percentages should be rounded to the nearest whole percentage.

Invoicing for Additional Professional Services

- **Additional Services.** Please do not use the SAWS standard invoice form for additional services. Additional Services should be submitted using the consultants standard invoice form and having the following information: SAWS Job No., amount for additional services, signature and dated. As a reminder any additional services require an approval letter from SAWS prior to commencement of any additional service work.

Invoicing using the Lower Cost Bracket Method

- The following additional information is required when invoicing using the lower cost bracket method.
 - A note on the invoice indicating that you are using the Lower Cost Bracket Method.
 - At the bottom of the invoice, show the calculations for computing estimate amount using the lower cost bracket method.
 - Please use the estimated construction cost, do not revise the amounts to match the lower cost bracket method amount.
 - See calculation example on SAWS web site for the lower cost bracket method.

Additional Information

SAWS Standard Professional Services Contract. Please refer to the executed contract for processing invoices and procedures.

Calculated Amounts. SAWS uses a 10 key machine set to two decimal places to check the amounts being invoiced.

Approval Letter. Please see SAWS Standard Professional Services Contract. Please do not submit an invoice until approval letter from SAWS has been received for each phase. If an invoice is submitted without having an approval letter from SAWS, it will be returned and will not be processed.

SAWS Web Page. For standard invoice forms for all SAWS Governmental Relocation Joint bid Projects.