General instructions for filling out Invoice Form F-25:

Item 1.
Fill in as indicated (except Zone, which is to be left blank). ALWAYS include the correct Contract ID number, otherwise payment will be delayed.

Item 2. Inv. Date –
This is the date the invoice is being submitted. (Only one invoice may be submitted per month per contract.)

Item 3. Payment No. –
This is the payment number and should be numbered sequentially beginning with number 1.

Item 4. For Work Agreement Dated:
The date the contract was executed by the Governor of Alabama.

Item 5. Distribution –
(Note that the Func. (function) number is always 0161 for location studies, 0166 for survey, 0167 for right-of-way maps, etc. and 0168 for plan work and that the Obj. (object) number is always 0281 for consultant engineering services. If these descriptions don’t seem to fit the work for which you are invoicing, please contact someone at ALDOT.)

Enter the charge number(s) as provided by ALDOT.

All of the numbers given to you must be entered exactly as shown.

Item 6. Sect. No. –
This column is not usually used. (Unless specifically instructed to use this column, please leave it blank.)

Item 7. Percent Comp. –
NOTE: This is the percent complete for this item.

Item 8. Fee Amount –
If your contract is for services (surveying, design, etc.) then each project you are assigned will have an amount corresponding to it (from the CPO form). Each CPO form amount must be shown separately and the total of the column must show the maximum amount payable under the contract (for example $2,000,000.00).

If your contract is a lump sum contract (in other words, for one specific project), then you should enter the amount(s) shown in the contract here. (Use multiple lines if your contract contains multiple types of work – corridor study on one line, surveying on the next line, plans on the next, etc.) The total of the column must show the maximum amount payable under the contract.
**Item 9. Amount Earned Current Month** –
Enter the amount claimed for this work item for the current month alongside the appropriate charge number.

**Item 10. Amount Retained Current Month** –
This is 5% of the amount earned. (This is calculated automatically by the spreadsheet.)

**Item 11. Amount Earned to Date** –
Enter the amount earned to date (from the previous invoice) plus the amount earned in this current invoice. On the first invoice, this amount will equal the amount in Item 9.

**Item 12. Amount Retained to Date** –
Enter the amount retained to date (from the previous invoice) plus the amount retained in this current invoice. On the first invoice, this amount will equal the amount in Item 10.

**Item 13. Amount Previously Paid** –
Enter the amount previously paid (Item 13 + Item 14. from the previous invoice). On the first invoice, this amount will be zero.

**Item 14. Amount Due** –
This is Amount Earned Current Month minus Amount Retained Current Month. (Item 9 – Item 10) or (Item 11 – Item 12 – Item 13)

**Item 15. Explanation of invoice and description of work completed** –
Briefly describe the work performed and for which you are invoicing.

**Item 16. Totals** –
Self-explanatory

**Item 17.**
All signatures must be in **blue ink**. The Notary Public must sign, date and seal the invoice or the invoice will be returned to you.

**Item 18. Approved By:**
This must be left blank. (For ALDOT use only.)

**NOTES:**
- Only one copy of this invoice is needed as long as all signatures are in **blue** ink.
- Effective 2-22-01, amounts for “amount earned current month” and “amount retained current month” MUST be rounded to the nearest whole dollar (for $0.49 and less round down and for $0.50 and above, round up.) The spreadsheet provided to you by ALDOT **should** already be set up in that manner.

Final Note: If you still have questions, please contact someone at ALDOT.