

## **Statement of Work, Fixed Price Deliverable Invoicing Process**

This document details the **statement of work (SOW)** invoicing process for Virginia's IT Contingent Labor (ITCL) Contract.

### **METHODS OF SUBMISSION**

All invoices are to be emailed by the day of milestone approval in VectorVMS to [MSP.VENDORMGMT@CAI.IO](mailto:MSP.VENDORMGMT@CAI.IO).

**Please note:** please send in PDF, Excel, or Word format.

### **CONTENT**

The invoice should contain the following information:

- Date of invoice
- Detailed description of deliverable and deliverable amount
  - **Please note:** This should be an **EXACT** match of your SOW and the approved milestones from Peoplefluent
- Notation of CAI MSP Fee and amount
- Grand total for the invoice at the bottom
- The invoice must be received by the time the customer approves the deliverable in VectorVMS

### **ADDITIONAL DOCUMENTATION**

The only documentation that needs submitted with the invoice is itemized re-billable expenses, if applicable

### **PAYMENT TERMS**

Invoices are paid net **7** days from CAI's receipt of Commonwealth payment.