

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** on the day of milestone approval in VectorVMS to the **MSP_VendorMgmt@compaid.com**:

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 VectorVMS
- 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.