Via Email

 Enter email address

Click here to enter a date.

Name

Title

Name of Company

Address

City/State/Zip Code

Subject: Invoice No: Invoice Number

The invoice(s) identified above has been rejected in full or part for the following reasons :

[ ]  Work not completed [ ]  Expenditure not authorized under the contract

[ ]  Work or goods not accepted [ ]  Insufficient information to approve payment

[ ]  Purchase Order number not identified [ ]  Work Order Number not identified

[ ]  Duplicate or no invoice number [ ]  Department requesting service not identified

[ ]  Dates/Month of service not identified [ ]  Location of work not identified

[ ]  Not signed [ ]  Terms and conditions have been included

[ ]  Insufficient description of work performed or goods furnished

[ ]  Missing documentation: (Items indicated below)

[ ]  Insurance; [ ]  Updated Project Schedule; [ ]  Release of Liens; [ ]  Warranty

[ ]  Certificate of Occupancy/Completion, [ ]  Proof of Final Inspections;

[ ]  Support for material cost

[ ]  Other: Enter description

[ ]  Partial payment amount Partial payment will be made on this invoice.

Please make the necessary changes and resubmit the invoice(s) for any unpaid portions. Invoice(s) must be re-submitted using the same invoice number with the suffix “r” or “rev” and a number reflecting if the invoice is being resubmitted for the first or second time. For example: Invoice 2081r1. The date of the revised invoice is to reflect the date it is resubmitted, not the date of the original invoice.

Sincerely,

Name

Title

c: Finance Department

Name (if applicable)

Form IR rev3 41715