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