

1 d. For time and material service plans, the invoice must also include:
2

- 3 1) Date of service call;
- 4 2) Itemized list of time and material provided; and,
- 5 3) Signed service tickets must be attached.

6
7 Under no circumstances will Contractor send invoices directly to the office where the equipment is
8 located or service provided, nor will that office be contacted regarding possible billing discrepancies or
9 problems. The House does not pay any Federal, State or Local Taxes unless mandated by law.

10
11 **G.5 Invoice Follow-ups**

12 All follow-up invoices shall be marked "Duplicate of Original" on all parts. Contractor questions
13 regarding payment information or check identification should be directed to the COR for follow-up
14 with appropriate financial personnel.

15
16
17 **G.6 Note to Paying Office: Address of Payee**

18 The Contractor shall identify the address to which payment shall be made, if different from that of place
19 of business. Payments are to be mailed to:
20

21 _____
22
23 _____
24
25 _____
26
27 _____
28
29 _____

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31 **G.7 Release of Claims**

32 After completion of work, and prior to final payment, the Contractor shall furnish to the CO, a release
33 of claims against the United States arising out of the contract, other than claims specifically excepted
34 from the operation of the release.
35
36