**HOME/HTF Affordable Housing Development Grant Administration Manual Tools and Resources**

**Sample of a Consultant’s Invoice Meeting Commerce’s Requirements**

The itemized invoice below includes sufficient details to be used as a sample by contractors, subcontractors, consultants, and vendors or suppliers.

WILDFLOWER VISTA HOUSING DEVELOPMENT PROJECT

Management, Inc. Invoice for Project Management Services

October 2021

# Name Title Hours Activity Date Performed

Winthrop Project Manager 2.5 Meet with contractors 10/03/21

Winthrop Project Manager 3.0 Prepare request for reimbursement (#3) 10/04/21

Winthrop Project Manager 1.0 Review construction progress with contractors 10/11/21

Winthrop Project Manager 4.0 Visit site and inspect progress 10/12/21

Winthrop Project Manager 3.0 Prepare request for reimbursement (#4) 10/12/21

Winthrop Project Manager 2.0 Review change orders 10/15/21

Total Hours 15.5 @ $28.00/hour = $434.00

Travel to/from construction site (50 mi. @ $.355/mi.) $ 17.75

**Invoice Total: $451.75**

See the attached additional documentation substantiating the charges.