



September 27, 2017

GENERAL INVOICE GUIDELINES

1. All invoices must contain the following information:

- Invoice date
- Invoice number
- Billing period (if applicable)
- Purchase Order number
- Description of work
- Itemized by line items as detailed on purchase order.
- Billed at the percentage indicated on the corresponding progress sheet.
- Invoice total
- Name, phone number and email address of company.
- Discount terms (if applicable)

2. All invoices must be legible, make sure all required data is clearly visible on the invoice.

3. All Invoices must be submitted with a completed and approved Progress/Completion form.

4. Invoices must be submitted within five business days of the Invoice date.

5. Do not mail **and** email your invoice. Please submit only one copy.

SUBCONTRACT PROGRESS AND COMPLETION FORM GUIDELINES

A Firm Fixed Price (FFP) invoice must be accompanied by a Subcontract Progress and Completion Form (previously referred to as “Progress Sheet”). Invoices submitted without a correctly completed Progress/Completion form will be rejected. Always refer to your Purchase Order when filling out a Subcontract Progress and Completion Form.

1. A properly completed Progress/Completion form includes the following:

- PO number (found in the top right corner on each page of the Purchase Order)
- Ship Name
- Subcontractor Company Name
- Spec/Item Number
- RFP/RCC Number (if applicable)
- PO Line Item Number
- Item Title or Work Description
- Appropriate Completion/Billing Percentage.

2. Only one Purchase Order may be used on a Progress/Completion form.



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A Veteran-Owned, Service-Disabled Small Business

3. Each Purchase Order Line being invoiced must have a corresponding progress from Line with percentages that match. Do not progress for, nor invoice for, any item not included on your PO.

4. Line through all unused lines.

5. "Lump-Sum" Invoicing is not permitted. Each PO line must be listed separately when progressing/invoicing.

6. There is a 10% retainage in effect for each line. Do not progress or invoice work items between 91% and 99%.

7. Do not mix Progress billing with Final, please progress all lines that are 100% together on the Progress/Completion Form.

8. Signatures should follow this order:

- **Progress Billing** – (All lines 90% or less) –
 - a. Subcontractor obtains the AIT Production Manager signature, this may be mailed to them at production@ait-marine.com.
 - b. Subcontractor mails or emails the invoice with the signed Progress Form to the accounts payable department at payabledept@ait-marine.com.
- **Final Billing** – (Any line at 100%) – Important! – BEORE SUBMITTING - Ensure all QA documentation has been turned in.
 - a. Submit the Progress sheet with subcontractor and production manager signature to the Quality Assurance Department via email to qadept@ait-marine.com.
 - b. The Quality Assurance Department will obtain the final signatures the Progress Sheet and return to the Subcontractor via email.
 - c. Submit completed Progress/Completion Form with Final invoice.

Contact: PayableDept@AIT-Marine.com for further information.