

## What's Does a "Proper" Invoice Look Like?

Government agencies generally pay within 30 days after receiving a "proper" invoice from a contractor for work performed. (Contractors should check their contract documents for exact payment instructions and terms of payment.) Invoices that are not deemed "proper" by the Government are returned to the contractor and the 30-day clock is reset.

This begs the question: What is a "proper" invoice?

FAR Part 32.905 provides guidance and details on what a "proper" invoice looks like. (Again, check your contract for additional instructions.) Generally, an invoice should contain:

- ✓ Contractor Name and Address
- ✓ Date
- ✓ Contract/Task Order Number
- ✓ Description/Quantity/Unit/Extension
- ✓ Shipment Number and Date of Shipment
- ✓ Name and Address to Remit Payment
- ✓ Name/Title/Phone of Person to Contact if Defective Invoice or Questions
- ✓ Any Other Information Required by Contract