

## PROGRESS BILLING CHECK LIST

Project No.: \_\_\_\_\_ UPC: \_\_\_\_\_

Name of Utility Company: \_\_\_\_\_

Amount of Estimate (VDOT Share): \_\_\_\_\_

Amount of Progress Billings to Date (VDOT Share): \_\_\_\_\_

Amount of Progress Billings this Invoice (VDOT Share): \_\_\_\_\_

Indicate yes, no, or n/a in space provided by each item:

- ( ) 1. Does invoice state Progress Billing Number (1, 2, 3, etc...)?
- ( ) 2. Has name and address of utility company been shown?
- ( ) 3. Has TIN or SS Number of utility company been shown?
- ( ) 4. Who authorized work and when? By: \_\_\_\_\_ Date: \_\_\_\_\_
- ( ) 5. Are starting and ending dates that costs were incurred shown on invoice?
- ( ) 6. Is cost responsibility prorated applied to billing?
- ( ) 7. Are there any previous billings?\* If yes, show amounts: \_\_\_\_\_
- ( ) 8. Has FD-AP-01 been signed?
- ( ) 9. Is bill coded correctly?

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

\*Notes: Total progress billing shall not exceed 90% of the approved estimated project cost and shall be for a minimum of \$1000. Bill to be pro-rated in accordance with the approved estimate. Costs shall be broken down to categorize, engineering, right of way, company labor, contract labor, equipment and etc. to be included with invoice.