



## Vendor/Subcontractor Invoice Requirements

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In order to process invoices accurately and efficiently, the following protocol is required when submitting invoices to EA Engineering, Science, and Technology, Inc., PBC (EA) for payment.

- Invoices must be submitted via email and in PDF format. Email addresses for each of our regional accounting groups are listed below.
  - [midatlanticap@eaest.com](mailto:midatlanticap@eaest.com)
  - [dallasap@eaest.com](mailto:dallasap@eaest.com)
  - [pacificap@eaest.com](mailto:pacificap@eaest.com)
  - [lincolnap@eaest.com](mailto:lincolnap@eaest.com)
  - [northeastap@eaest.com](mailto:northeastap@eaest.com)
  - [corporateap@eaest.com](mailto:corporateap@eaest.com)

All purchase orders/subcontracts should reference the correct email address for submitting invoices. If you are unsure of which email address to use, please use [midatlanticap@eaest.com](mailto:midatlanticap@eaest.com).

- The file naming convention is **Invoice Number-Invoice Date.pdf** (i.e. 125643-061714.pdf)
- At a minimum, all invoices must include:
  - Unique invoice number
  - Invoice Date
  - Invoice Due Date and/or Payment Terms
  - Total Invoice Amount
  - Period of Performance covered by Invoice
  - EA Contact Name (i.e. EA Project Manager, Employee who placed order)
  - When applicable, include EA Project Number
  - **If the invoice is in reference to a Subcontract or Purchase Order**, the Subcontract or Purchase Order number, line item number, and amount billed per line item **MUST** be included. (See attached coversheet example)

Any invoice submitted without the required information may be returned to the vendor for additional detail or to be reissued.

- If you have trouble complying with any of these requirements or need additional information, please contact us at [Vendor@eaest.com](mailto:Vendor@eaest.com).
- When inquiring about previously submitted invoices, please direct your email to the same regional accounting group to which the invoice was submitted.

# Your Company Name

Federal ID: XX-XXXXXXX

Street Address  
City, State, and ZIP Code  
Phone Number

**Attn: Accounts Payable**

**EA Engineering, Science, and Technology, Inc., PBC**  
**225 Schilling Circle**  
**Suite 400**  
**Hunt Valley, MD 21031**

**Invoice Date:** 06/17/2014  
**Invoice Number:** 123456  
**EA Project Number:** XXXXXXX  
**Terms/Due Date:** XXXXXXX  
**Remit Payment to:** Your Remittance  
Address  
**EA Contact Name:** Smith, John

**For Professional Services from 05/03/2014 through 06/06/2014**

## Salaries

Rate Schedule Labor	10,000.00	
Travel Expenses	2,000.00	
	<b>Subtotal</b>	12,000.00
	<b>Amount Due This Invoice</b>	<u>12,000.00</u>

Purchase Order/Subcontract Number	Line Item Number	Amount Invoiced this Period
12568	1.00	7,500.00
12568	2.00	4,500.00

FEE SUMMARY	
Project Fee	80,000.00
Total Billed To Date	15,000.00
Fee Available	65,000.00
% Fee Available	81.25%