**Construction Administration Guide**

**CAG-Exhibit 4B**

Edition: November 1, 2016

DCST **Pre-Construction Phase Invoice**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To:** | University of South Florida  Facilities Planning & Construction  4202 East Fowler Avenue / FPC 110  Tampa, FL 333620-7550 | **Invoice Number:** | | **00** |
|  | **Page:** | 1 of 00 Pages |
|  | **Date:** |  |
| **From:** | DCST Firm Name  DCST Firm Address |  | **Federal ID:** |  |
|  | **Project Number:** | USF- |
|  | **Project Name:** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SERVICE** | | **TOTAL FEE** | | | **% COMP.** | **AMOUNT DUE** | **LESS PREVIOUSLY BILLED** | **AMOUNT DUE THIS INVOICE** |
| Cost Study & Conceptual Schematics | | $0,000.00 | | | 00.0% | $0,000.00 | $0,000.00 | $0,000.00 |
| Cost Study & Advanced Schematics | |  | | |  |  |  |  |
| Cost Study & Design Development | |  | | |  |  |  |  |
| GMP & **50**% Construction Documents | |  | | |  |  |  |  |
|  | |  | | |  |  |  |  |
|  | |  | | |  |  |  |  |
|  | |  | | |  |  |  |  |
| **GRAND TOTALS** | |  | | |  | **$0,000.00** | **$0,000.00** | **$0,000.00** |
|  | | | |  | | **Total due Construction Manager** | | **$0,000.00** |
| **CERTIFIED TRUE AND CORRECT BY:** | | | | |  | **SUPPORTING DOCUMENTS FOR CM INVOICES** (DCST Initial)**:** | | |
| Signature: | | | | |  | Approved Cost Study Report | |  |
|  | Final GMP Proposal | |  |
|  | | | | |  |  | |  |
| Typed Name of Principal: |  | |  | |  |  | |  |
|  | | | | | | | | |
| **UNIVERSITY APPROVAL** | **Date** | | **Signature** | |  | **INVOICING INSTRUCTIONS:**  Please prepare invoices properly to avoid delaying payment. For complete instructions, consult the Professional Services Guide. Invoice using this standard form, and number consecutively starting with "1." Submit signed original (attach appropriate back-up documents to the invoice).  \* University Project Manager verifies receipt of required reports: | | |
| Date Received  (USF Project Manager): |  | |  | |  |
| Services Rendered as Invoiced  (USF Project Manager\*): |  | |  | |  |
| Invoice Consistent with Contract  (USF Contract Administrator): |  | |  | |  |
| Invoice Approved  (USF Fiscal): |  | |  | |  |
|  |  | |  | |  |  | | |

File: CAG-Exhibit 4B-DCST PreCon Invoice.docx