

STATEMENT OF WORK, FIXED PRICE DELIVERABLE INVOICING PROCESS

This document details the **statement of work (SOW)** invoicing process for Virginia's IT Contingent Labor (ITCL) Contract.

METHODS OF SUBMISSION

Please upload your company's invoice to the Vector Service Invoice when submitting for customer approval. If you are unable to do so, email the document to: MSP.Analytics@cai.io

Please note: If sending via email, please send in PDF, Excel, or Word format.

CONTENT

The invoice should contain the following information:

- Date of invoice
- Detailed description of deliverable and deliverable amount
 - **Please note:** This should be an **EXACT** match of your SOW and the approved milestones from VectorVMS
- Notation of CAI MSP Fee and amount
- Grand total for the invoice at the bottom
- The invoice must be received by the time the customer approves the deliverable in VectorVMS

ADDITIONAL DOCUMENTATION

The only documentation that needs submitted with the invoice is itemized re-billable expenses, if applicable

PAYMENT TERMS

Invoices are paid net **7** days from CAI's receipt of Commonwealth payment.