

INVOICE REMINDERS

To avoid payments being delayed due to incorrect or unacceptable invoices, please use this guide to ensure invoices are in an acceptable format for efficient processing.

- The company name and address must be printed on the invoice. Your check will be mailed to the address listed in the city e-procurement vendor profile.
- Contractor ROC license number must appear on invoice.
- The document must state that it is an “Invoice.”
- The invoice must be dated.
- The invoice must have an invoice number.
- The invoice may state the payment terms but is not required. Contractor invoices are coded for immediate payment to meet the state’s prompt payment law. Please note: missing or incorrect information stops the clock.
- NSD’s name and address must be listed in the “Bill To” section.
- The homeowner’s name, address and project number (all 8 digits) must be included on the invoice.
- For contractors performing work under a professional services contract (IFB/energy auditors/lead testing consultants), the name of the approved technician performing the work must be on the invoice.
- A brief description of the work must be provided and should line up with the items/sections in the scope of work.
- Manufacturer’s make, model number and serial numbers for all installed equipment must be listed on the invoice.
- Progress Payments: A Schedule of Values that outlines the work completed and yet to be completed must be attached. Reminder: for progress payments a 10% retention will be retained on each payment that is not the final.
- Final Invoice must include the Homeowner Warranty Checklist.
- The invoice must have the total amount due and should never exceed the bid amount.

NOTE:

- If work requires a city permit, be sure an inspection and/or final inspection has been completed or payment will be delayed.
- Invoices must be printed and preferably in black ink, as other color inks are not legible once scanned.
- Please email any invoice questions to the individual loan processor assigned to the particular case. The loan processor’s name will be displayed on the NTP document.