

ATTACHMENT J-0200000-04
INVOICING PROCEDURES
 (Form 7300-30 Invoice)

1. CONTRACTOR'S INVOICE				CAGE Code	
From				Invoice Date	
				Invoice Number	
				DUNS No.	
Contractor's remittance address (if different than mailing address, contract requires Modification)					
Contractor POC/Telephone/email for this invoice:					
To:	Contract Specialist:				
Below is a Statement of Performance under Contract				Task Order #	
for		at			
The enclosure provides breakdown of this statement of performance.					
A.	Total value of contract/task order through modification			\$	
B.	Percentage of performance complete		%		
C.	Value of completed performance			\$	
D.	Less total of prior payments			\$	
E.	Amount of this invoice			\$	
			Signature and Title:		
			Date:	Signature of Authorized Representative	
Taxpayer Identification No. (TIN):					
Electronic funds transfer (EFT) banking information (if applicable):					
Navy Design Project Leader/Technical Point-of-Contact (Contractor, please complete)					
2. FIRST ENDORSEMENT					
From:	Accountable Officials: Activity Operations Director (AOD)				
	Project Leader/Technical POC				
To:	Certifying Officer				
1. Payment is recommended as follows:					
A.	Amount of work completed to (date)			\$	
B.	Less:				
	Retention	\$			
	Other Deductions	\$		\$	
C.	Subtotal			\$	
D.	Less previous payments			\$	
E.	Certified amount for payment #		on TO #	\$	
F.	Elapsed contract time (if applicable)				
(EFA use only)					
	Fund Usage Number				

ATTACHMENT J-0200000-04
 INVOICING PROCEDURES
 (Form 4330-7 Contractors Release)

CONTRACTOR'S RELEASE											
NAVFAC 4330-7 (6-72)											
S/N 0105-LF-001-9100											
CONTRACTOR'S RELEASE UNDER CONTRACT _____											
KNOW ALL MEN BY THESE PRESENTS: In consideration of the promise and the sum of _____											
(\$ _____)											
law ful money of the United States of America (hereinafter called the "Government") _____											
(\$ _____)											
of w hich has already been paid and _____											
(\$ _____) of w hich is to be paid											
by the Government under the above mentioned contract, the undersigned Contractor does, and by the receipt of said sum shall, for itself, its successors and assigns, remise, release and forever discharge the Government, its officers, agents, and employees, of and from all liabilities, obligations and claims whatsoever in law and in equity under or arising out of said contract.											
IN WITNESS WHEREOF, this release has bee executed this _____ day of _____, 20____											
WITNESSES:											
(Contractor)											
By:											
Title:											
<u>IN CASE OF CORPORATION WITNESSES NOT REQUIRED, BUT CERTIFICA TE BELOW MUST BE COMPLETED.</u>											
I, _____, certify that I am the _____ secretary											
of the corporation named as Contractor in the foregoing release; that _____											
w ho signed said release on behalf of the Contractor w as then _____ of said Corporati											
that said release w as duly signed for and in behalf of said corporation by authority of its governing body and its w ithin											
scope of its corporate pow ers.											
(Corporate Seal)											