

Attachment C

Date:

Reference: Subcontract Number

Invoice # :

Invoice Date:

Attn: Accounts Receivable Dept.,

The referenced invoice is rejected for the reasons indicated below:

Invoice # is incorrect (explain):

Invoice Total Amt's are incorrect (explain):

Payrolls missing / billing discrepancies (explain):

Deliverables missing / incomplete (explain):

Other (explain below):

Upon correction of the cited deficiency, you may resubmit the revised invoice showing the date of the revision to this office for payment.

If you have any questions, please call me at 301/846-____, or email me at _____. Your cooperation in this matter is greatly appreciated.

CC: Project Manger
Contracting Officer