



## Labor Hour with Multiple Labor Category - Subcontract Work Orders (SWOs) Invoicing Instructions

Dear Supplier:

In order for JPL to manage and process your organization’s invoice in a timely manner, you must submit an invoice that meets the requirements outlined below.

Please submit one invoice per email with any required backup documents in PDF format to:

[subcontract.invoices@jpl.nasa.gov](mailto:subcontract.invoices@jpl.nasa.gov)

### Invoice Requirements

#### Summary Labor Hour with Multiple Labor Category Subcontract Work Orders (SWOs) (Sample Invoice Below - Part # 1)

- 1. Invoice date
- 2. JPL subcontract number
- 3. Total subcontract value
- 4. Invoice number
- 5. Billing period
- 6. From (company name & address)
- 6.1 Remittance address
- 7. Current costs
- 7.1 SWO number
- 7.2 Current costs by SWO number
- 7.3 Total costs
- 7.4 Less retention
- 7.5 Current amount due
- 8. Certification wording, authorized signature, printed name, email, and phone number

*“I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government.”*

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Name (Please Print)*

\_\_\_\_\_  
*Email*

\_\_\_\_\_  
*Phone Number/Extension*



## Invoice Requirements

### Detail Labor Hour with Multiple Labor Category Subcontract Work Orders (SWOs)

#### (Sample Invoice - Part # 2)

- 1. Invoice date
- 2. JPL subcontract number
- 3. JPL SWO number
- 4. Total SWO value
- 5. Invoice number
- 6. Billing period
- 7. Current labor cost
  - 7.1 Employee name
  - 7.2 Labor classification
  - 7.3 Straight time hours
  - 7.4 Over time hours
  - 7.5 Double time hours
  - 7.6 Straight time rate
  - 7.7 Over time rate
  - 7.8 Double time rate
  - 7.9 Labor costs
  - 7.10 Total labor costs
  - 7.11 Portion of labor costs, software licenses, rental of real or tangible property performed/used solely in California or in the United States if foreign entity, to be taxed. **Refer to Note E. for details**
  - 7.12 Travel costs
  - 7.13 Current Gross Amount
  - 7.14 Less % retention amount (% amount specified in the subcontract)
  - 7.15 Current amount due
  - 7.16 Gross Project Task breakdown
- 8. Cumulative amount
  - 8.1 Cumulative straight time hours
  - 8.2 Cumulative over time hours
  - 8.3 Cumulative double time hours
  - 8.4 Cumulative labor costs per employee
  - 8.5 Total cumulative labor costs
  - 8.6 Cumulative travel costs
  - 8.7 Cumulative gross amount billed to date
  - 8.8 Cumulative retention
  - 8.9 Cumulative amount billed to date
  - 8.10 Cumulative Gross Project Task Breakdown
- 9. Travel breakout
  - 9.1 Employee name
  - 9.2 Travel dates
  - 9.3 Travel costs
  - 9.4 G&A rate and costs (if applicable)
  - 9.5 Current travel cost
  - 9.6 Cumulative travel costs
  - 9.7 Totals
- 10. Attach copies of timecards/timesheets, material receipts, and supporting schedules for all items
- 11. Attach the travel receipts and forms per your subcontract



## Invoice Requirements

### Labor Hour with Multiple Labor Category Subcontract Work Orders (SWOs) Report (Sample Invoice below Part # 3)

- 1. Report date
- 2. Report period
- 3. JPL subcontract number
- 4. Total subcontract value
- 5.0 SWO number
- 5.1 SWO value
- 5.2 Cumulative straight time hours
- 5.3 Cumulative over time hours
- 5.4 Cumulative double time hours
- 5.5 Cumulative labor costs
- 5.6 Cumulative travel costs
- 5.7 Cumulative gross amount billed to date
- 5.8 Cumulative retention amount
- 5.9 Cumulative paid to date
- 6. Cumulative costs

## Notes

- A. These instructions, which are made part of your subcontract by reference, are intended to provide guidance regarding submitting invoices to JPL so that we can process them for payment as quickly as possible. Regardless of these instructions, all JPL subcontractors remain solely responsible for compliance with the terms and conditions of their subcontracts and all applicable laws. To the extent of any inconsistency between these instructions and the corresponding subcontract, please refer to the Order of Precedence General Provision.
- B. The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by your subcontract, including these instructions. Invoices must be prepared on commercial invoices (e.g. company's letterhead). We cannot accept invoices prepared on a Public Voucher SR # 1034 form.
- C. We take the following steps in an attempt to pay every invoice that complies with these instructions within 30 days of receipt at JPL Invoice Management Services (IMS):
  - 1. Once we receive your invoice, we review each invoice for the above requirements.
  - 2. If the invoice does not meet any of the requirements, we will contact you ASAP and may request a correction and/or resubmission.
  - 3. We then send your invoice to the JPL Contract Technical Manager (CTM) for review and approval.
  - 4. Once we receive CTM approval, we will process your invoice for payment.
- D. For faster payment, IMS recommends signing up for Direct Deposit. Please visit our website and download the Direct Deposit Authorization form.
- E. **Notice of Potential Tax Withholding** – incorporated into your Subcontract as part of the General Provisions, JPL is legally obligated to withhold federal and/or state income taxes from certain contractor payments when required by law.

A state tax of 7% may be deducted from payments for the following: (1) labor for services, including customization of tangible goods, performed in California or (2) rental or lease of real or tangible property



Jet Propulsion Laboratory  
Invoice Management Services  
Mail Stop 241-280  
4800 Oak Grove Drive  
Pasadena, CA 91109-8099

Invoice Instructions

in California or (3) Royalties for software licenses used in California. Entities subject to this California Tax Reporting and Withholding include: contractors, sole proprietors, corporations, LLC companies and partnerships that do not have a permanent place of business in California or are not registered to do business in California.

Payments made to non-U.S. resident alien contractors, sole proprietors, corporations etc. are subject of up to a 30% federal tax withholding for: (1) services, including customization of tangible goods, performed in the United States (2) rental or lease of real or tangible property in the United States or (3) Royalties for software licenses used in the United States. Non-U.S. resident individual sole proprietors may be exempt from federal tax withholding or entitled to a reduction in federal taxes withheld if they claim exemption under an existing tax treaty between their country of origin and the United States.



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**SAMPLE INVOICE PART #1 – SUMMARY LABOR HOUR with MULTIPLE LABOR CATEGORY SUBCONTRACT WORK ORDERS (SWOs)**

The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by the subcontract, including these instructions.

**Billed To:**  
 Jet Propulsion Laboratory  
 Mail Stop 241-280  
 4800 Oak Grove Drive  
 Pasadena, CA 91109-8099

**6. From:**  
 ABC Company  
 Accounts Receivable  
 567 Any street  
 Anytown, VT  
 12345-1234

<b>1. Invoice Date:</b>	
<b>2. JPL Subcontract Number</b>	
<b>3. Total Subcontract Value:</b>	
<b>4. Invoice Number:</b>	
<b>5. Billing Period:</b>	

**6.1 Remit To:**  
 ABC Company  
 Accounts Receivable  
 567 Any street  
 Anytown, VT  
 12345-1234

7.		
7.1 SWO Number	7.2 Cost	7.3 Retention
1	\$6,900.00	\$330.00
2	\$4,000.00	\$200.00
7.4	Total Costs (Gross):	\$10,900.00
7.5	Less Retention:	\$530.00
7.6	Current Amount Due:	\$10,370.00

8. "I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government."

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Name (Please Print)

\_\_\_\_\_  
 Email

\_\_\_\_\_  
 Phone Number/Extension



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## SAMPLE INVOICE PART #2 – DETAIL LABOR HOUR by MULTIPLE LABOR CATEGORY SUBCONTRACT WORK ORDER (SWO)

The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by the subcontract, including these instructions.

1. Invoice Date:	7/1/2020
2. JPL Subcontract Number:	1234567
3. JPL SWO Number:	1
4. Total SWO Value:	\$ 50,000.00
5. Invoice Number:	10-234-5
6. Billing Period:	6/1/2020-6/30/2020

7 CURRENT LABOR COST									8 CUMULATIVE AMOUNT			
7.1 Employee Name	7.2 Labor Classification	7.3 Straight Time Hours	7.4 Over Time Hours	7.5 Double Time Hours	7.6 Straight Time Rate	7.7 Over Time Rate	7.8 Double Time Rate	7.9 Labor Costs	8.1 Straight Time Hours	8.2 Over Time Hours	8.3 Double Time Hours	8.4 Cumulative Labor Costs
John Jones	Engineer II	40.00	0.0	0.0	\$80.00	\$0.00	\$0.00	\$3,200.00	80.00	0	0	\$6,400.00
Anne Smith	Engineer III	40.00	0.0	0.0	\$85.00	\$0.00	\$0.00	\$3,400.00	80.00	0	0	\$6,800.00
<b>7.10 Total Labor Costs</b>								<b>\$6,600.00</b>	<b>8.5 Cumulative Labor Costs</b>		<b>\$13,200.00</b>	
<b>7.11</b> Portion of labor costs, software licenses, rental of real or tangible property performed/used solely in California or in the United States to be taxed if foreign entity								<b>\$1,000.00</b>	<b>8.6 Cumulative Travel</b>		<b>\$300.00</b>	
<b>7.12</b> Travel costs								<b>\$300.00</b>	<b>8.7 Cum Gross Amount Billed To Date</b>		<b>\$13,500.00</b>	
<b>7.13</b> Current Gross Amount								<b>\$6,900.00</b>	<b>8.8 Cumulative Retention</b>		<b>(\$660.00)</b>	
<b>7.14</b> Less Retention (on labor only)								<b>(\$330.00)</b>	<b>8.9 Cum Amount Billed To Date</b>		<b>\$12,840.00</b>	
<b>7.15 CURRENT AMOUNT DUE</b>								<b>\$6,570.00</b>	<b>8.10 Cumulative Gross Project Task Breakdown:</b>			
<b>7.16 Gross Project Task Breakdown:</b>												
								123456/B 4.1			\$3,500.00	
								123457/02.03			\$3,400.00	
								Current Gross Amount Billed			\$6,900.00	
										\$13,500.00		
9 TRAVEL BREAKOUT									9.6 Cumulative Travel Costs			
9.1 Employee Name	9.2 Travel Dates	9.3 Travel Costs		9.4 G&A (%)	9.5 Current Travel Cost							
John Jones	6/1-6/2	\$300.00		\$0.00	\$300.00				\$300.00			
Anne Smith		\$0.00		\$0.00	\$0.00				\$0.00			
		\$0.00		\$0.00	\$0.00				\$0.00			
<b>9.7 TOTALS</b>		<b>\$300.00</b>		<b>\$0.00</b>	<b>\$300.00</b>				<b>\$300.00</b>			

- 10. Attach copies of timecards/timesheets, materials receipts, storeroom requisitions, supporting schedules for all items.
- 11. Attach the travel receipts and forms per your subcontract.

Email: [invoice@jpl.nasa.gov](mailto:invoice@jpl.nasa.gov)  
 Phone: (818) 354-7768



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## SAMPLE INVOICE PART #2 – DETAIL LABOR HOUR by MULTIPLE LABOR CATEGORY SUBCONTRACT WORK ORDER (SWO)

The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by the subcontract, including these instructions.

1. Invoice Date:	7/1/2020
2. JPL Subcontract Number:	1234567
3. JPL SWO Number:	2
4. Total SWO Value:	\$ 250,000.00
5. Invoice Number:	10-234-5
6. Billing Period:	6/1/2020-6/30/2020

7 CURRENT LABOR COST									8 CUMULATIVE AMOUNT				
7.1 Employee Name	7.2 Labor Classification	7.3 Straight Time Hours	7.4 Over Time Hours	7.5 Double Time Hours	7.6 Straight Time Rate	7.7 Over Time Rate	7.8 Double Time Rate	7.9 Labor Costs	8.1 Straight Time Hours	8.2 Over Time Hours	8.3 Double Time Hours	8.4 Cumulative Labor Costs	
Anna Adams	Engineer III	40.00	0.0	0.0	\$100.00	\$0.00	\$0.00	\$4,000.00	80.00	0	0	\$8,000.00	
			0.0	0.0		\$0.00	\$0.00	\$0.00	0.00	0	0	\$0.00	
<b>7.10 Total Labor Costs</b>												<b>8.5 Cumulative Labor Costs</b>	\$8,000.00
<b>7.11</b> Portion of labor costs, software licenses, rental of real or tangible property performed/used solely in California or in the United States to be taxed if foreign entity													\$0.00
<b>7.12</b> Travel costs												<b>8.6 Cumulative Travel</b>	\$500.00
<b>7.13</b> Current Gross Amount												<b>8.7 Cum Gross Amount Billed To Date</b>	\$8,500.00
<b>7.14</b> Less Retention (on labor only)												<b>8.8 Cumulative Retention</b>	(\$400.00)
<b>7.15 CURRENT AMOUNT DUE</b>												<b>8.9 Cum Amount Billed To Date</b>	\$8,100.00
<b>7.16 Gross Project Task Breakdown:</b>									<b>8.10 Cumulative Gross Project Task Breakdown:</b>				
					123456/B.4.1			\$0.00	123456/B.4.1				\$4,500.00
					123457/02.03			\$4,000.00	123457/02.03				\$4,000.00
								\$0.00	123457/02.01.0				\$0.00
					<b>Current Gross Amount Billed</b>			\$4,000.00	<b>Current Gross Amount Billed</b>				\$8,500.00

9 TRAVEL BREAKOUT					9.6
9.1 Employee Name	9.2 Travel Dates	9.3 Travel Costs	9.4 G&A (%)	9.5 Current Travel Cost	Cumulative Travel Costs
Anna Adams	6/1-6/2	\$0.00	\$0.00	\$0.00	\$500.00
		\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00
<b>9.7 TOTALS</b>		\$0.00	\$0.00	\$0.00	<b>\$500.00</b>

- 10. Attach copies of timecards/timesheets, materials receipts, storeroom requisitions, supporting schedules for all items.
- 11. Attach the travel receipts and forms per your subcontract.

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### SAMPLE INVOICE PART #3 – LABOR HOUR with MULTIPLE LABOR CATEGORY SUBCONTRACT WORK ORDERS (SWOs) REPORT

The attached sample reports are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by the subcontract, including these instructions.



1. Report Date:	7/1/2020
2. Report Period:	6/1/2020-6/30/2020
3. JPL Subcontract Number:	1234567
4. Total Subcontract Value:	\$300,000.00

5 SWO No	5.1 SWO Value	5.2 Cumulative Straight Time Hours	5.3 Cumulative Over Time Hours	5.4 Cum Double Time Hours	5.5 Cumulative Labor Amount	5.6 Cumulative Travel Cost	5.7 Cumulative Gross Amount Billed to Date	5.8 Cumulative Retention Amount	5.9 Cumulative Paid To Date
1	\$50,000.00	160.0	0.0	0.0	\$13,200.00	\$300.00	\$13,500.00	(\$660.00)	\$12,840.00
2	\$250,000.00	80.0	0.0	0.0	\$8,000.00	\$500.00	\$8,500.00	(\$400.00)	\$8,100.00
<b>6. CUMULATIVE COSTS</b>					<b>\$21,200.00</b>	<b>\$800.00</b>	<b>\$22,000.00</b>	<b>(\$1,060.00)</b>	<b>\$20,940.00</b>