

Contract Services Division

Consultant Advisory

Consultant Advisory

2014-3

February 25, 2014

Training Sessions on the Use of the Standardized Consultant Invoicing Documents

Starting in May 1, 2014, MDOT will be requiring the use of standardized invoicing forms for all consultants submitting their first invoice for MDOT projects. By August 1, 2014, all invoices must be submitted to MDOT using the new standardized invoicing forms. Failure to do so, will result in delay in payment until such time as the required forms are submitted to MDOT.

There are two training sessions scheduled that will provide the details of the forms and demonstrate how to complete a new invoice using the information contained in your priced proposal. The sessions offered are identical, and is it necessary to attend only one of them. It is highly recommended that each consultant send the staff responsible for preparing MDOT invoices.

See attached training session information/registration form, and training facility map.

MDOT, CSD, Consultant
Contracts Section
P.O. Box 30050
Lansing, MI 4890
Fax/517-355-7446
www.michigan.gov/mdot

Questions regarding this
Consultant Advisory
should be directed to:

Carol Rademacher
517-373-3382
rademacherc@michigan.gov



Training on the use of the Standardized Consultant Invoicing Form for MDOT Projects

Starting May 1, 2014, consultants submitting their first invoice for MDOT projects will be required to use the new standardized invoicing forms. By August 1, 2014, **all invoices** must be submitted to MDOT using the new standardized invoice. This training session will go through the details of the new form and demonstrate how to complete a new invoice using the information contained in your price proposal. Two identical sessions will be offered and it is only necessary to attend one of them. *It is highly recommended that each consultant send the staff responsible for preparing MDOT invoices.* Registration is required.

Session Dates: _____ Friday, March 7, 2014 _____ Thursday, March 27, 2014

Time: 1:30 p.m. – 3:30 p.m.

Location: MDOT Horatio Earle Learning Center
7575 Crouner Drive, Lansing, MI 48909
Lake Huron & Lake Michigan Rooms

Cost: **FREE**

Name(s): _____

Firm Name: _____ Phone: _____

Address: _____ City/Zip: _____

E-mail Contact for Firm: _____

Return to ACEC of Michigan:

Email: cschmitz@acecmi.org

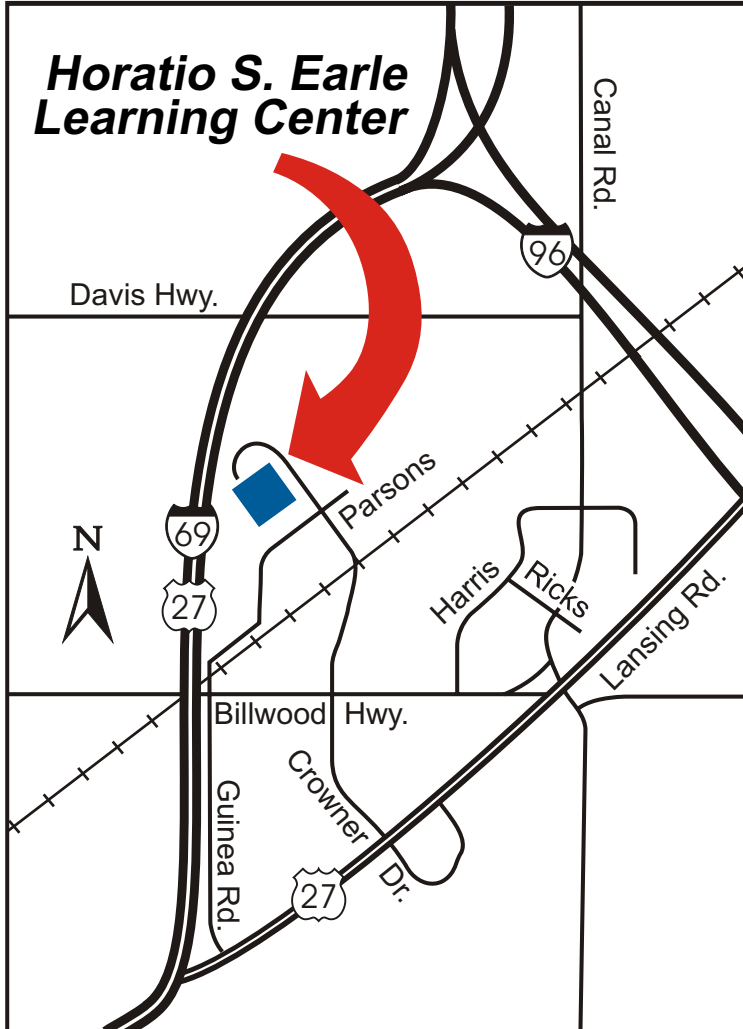
Fax: (517) 332-4333

Mail: ACEC/M, 215 N. Walnut St., Lansing, MI 48933

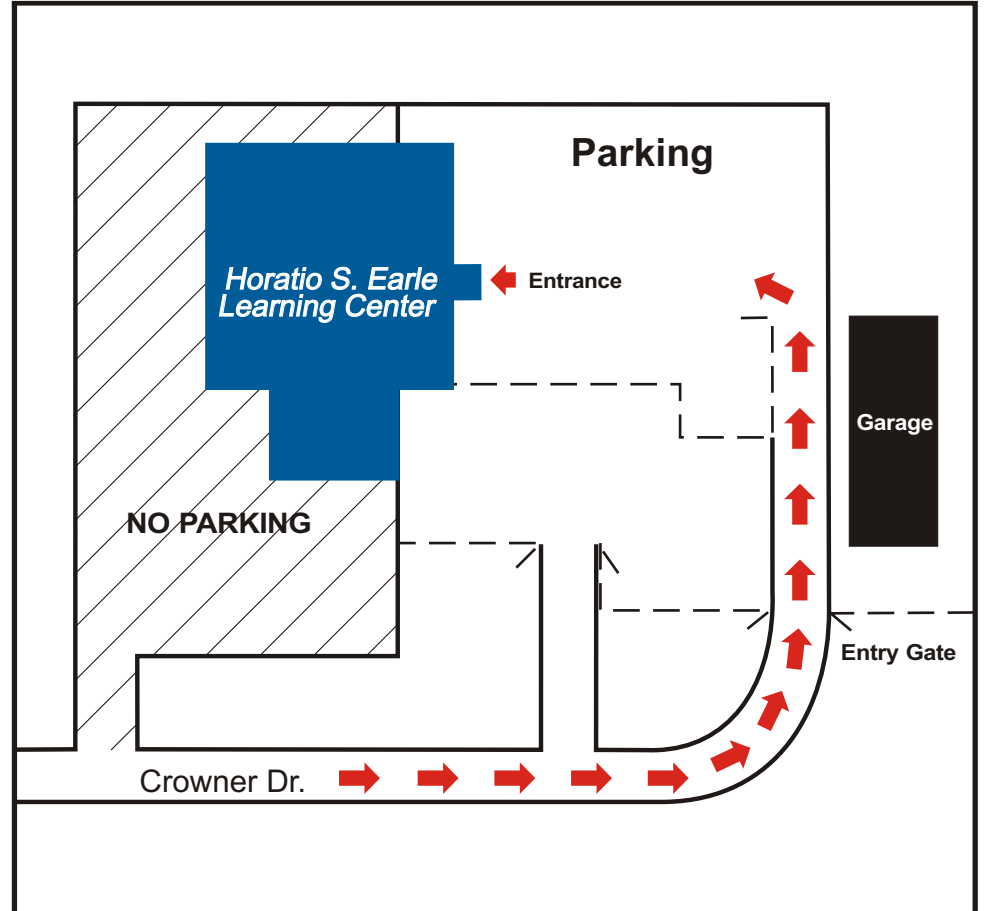


Horatio S. Earle Learning Center

formerly known as the Secondary Center



Contact:
Lori Grundy (517) 322-3479
7:30 a.m. - 4:30 p.m.
7575 Crowner Dr., Dimondale, MI 48821



DIRECTION: HORATIO S. EARLE LEARNING CENTER

Exit off 98A, if you're coming East or West on I-96. Head south on Lansing Road. Crowner Drive is the second traffic light after the I-96 interchange. Turn right onto Crowner Drive. (Road signs have been installed to direct you.) Stay on Crowner Drive over the bridge. Keep straight. PASS THE MDOT WAREHOUSE. Do not make any turns. The road slightly curves left taking you through the gate and into the parking area.