



**DEPARTMENT OF MOTOR VEHICLES  
FACILITIES SERVICES AND PLANNING ADMINISTRATION  
ARCHITECT/ENGINEER SERVICES INVOICE**

FSPA-2 (Rev. 04/99)

COMPANY NAME	INVOICE NUMBER	INVOICE DATE
PROJECT DESCRIPTION	P.O. NO.	% PROJECT COMPLETED

TOTAL FEE AMOUNT FOR PROJECT ORDER	\$ _____
REIMBURSABLE EXPENSES THIS PERIOD	\$ _____
REIMBURSABLE EXPENSES PRIOR TO THIS PERIOD	\$ _____
CHANGE ORDER/ADDITIONAL SERVICE CHARGES THIS PERIOD	\$ _____
CHANGE ORDER/ADDITIONAL SERVICE CHARGES PRIOR TO THIS PERIOD	\$ _____
CONTRACT SUM TO DATE	\$ _____

MINORITY-OWNED BUSINESS PARTICIPATION THIS PERIOD (IN DOLLARS)	\$ _____
WOMEN-OWNED BUSINESS PARTICIPATION THIS PERIOD (IN DOLLARS)	\$ _____
SMALL BUSINESS PARTICIPATION THIS PERIOD (IN DOLLARS)	\$ _____

BASIC SERVICES CHARGES THIS PERIOD	\$ _____
TOTAL CHARGES TO DATE (INCLUDE CURRENT PERIOD)	\$ _____
LESS AMOUNT PREVIOUSLY INVOICED	\$ _____
CURRENT TOTAL DUE	\$ _____

SIGNATURE	TITLE	DATE
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REMIT TO ADDRESS
FEDERAL IDENTIFICATION NUMBER

**INVOICE TO ADDRESS:** Department of Motor Vehicles  
Post Office Box 25700  
Richmond, Virginia 23260

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FACILITIES SERVICES AND PLANNING ADMINISTRATION  
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**INSTRUCTIONS:**

1. **COMPANY NAME:** State company name as it appears on contract.
2. **INVOICE NUMBER:** Tracking number assigned by company.
3. **INVOICE DATE:** Date invoice initiated by company.
4. **PROJECT DESCRIPTION:** Brief description of work being completed for DMV.
5. **P.O. No.:** Purchase Order or Project Order Number.
6. **%PROJECT COMPLETED:** Estimated percentage of project completed. This percentage will be equal to item 16 Item 12.
7. **TOTAL FEE AMOUNT FOR PROJECT ORDER:** Original contract amount. Does not include change orders or reimbursables.
8. **REIMBURSABLE EXPENSES THIS PERIOD:** Expenses incurred during the current period which were not included in the original contract amount, i.e. reproduction costs.
9. **REIMBURSABLE EXPENSES PRIOR TO THIS PERIOD:** Total reimbursable expenses up to but not including reimbursable expenses this period.
10. **CHANGE ORDER/ADDITIONAL SERVICE CHARGES THIS PERIOD:** Approved change orders/additional service charges executed during the current month, i.e., the current invoice period. Does not include change orders/additional service charges approved prior to this period.
11. **CHANGE ORDER/ADDITIONAL SERVICE CHARGE PRIOR TO THIS PERIOD:** Includes **ALL** approved change orders/additional service charges executed prior to the current month, i.e. prior to the current invoice period. Does not include change orders/additional service charges listed in Item 10.
12. **CONTRACT SUM TO DATE:** Should be the sum of Items 7, 8, 9, 10 and 11 above. Reflects the total cumulative compensation due to the A/E upon specific performance of the contract. Any additional change orders or reimbursable will increase the Contract Sum to Date on subsequent invoices.
13. **MINORITY-OWNED BUSINESS PARTICIPATION THIS PERIOD (IN DOLLARS):** Total amount invoiced this month by minority-owned business(es). Does **not** include minority participation prior to this period.
14. **WOMEN-OWNED BUSINESS PARTICIPATION THIS PERIOD (IN DOLLARS):** Total amount invoiced this month by women-owned business(es). Does **not** include women-owned participation prior to this period.
15. **SMALL BUSINESS PARTICIPATION THIS PERIOD (IN DOLLARS):** Total amount invoiced this month by small business(es). Does **not** include small business participation prior to this period.
16. **BASIC SERVICES CHARGES THIS PERIOD:** Total charges for basic services performed this period based on the percentage of work completed under the original contract agreement.
17. **TOTAL CHARGES TO DATE (INCLUDING CURRENT PERIOD):** Reflects total amount invoiced to DMV up to and including the current invoice amount. Should reflect all change orders, reimbursable expenses and minority/women-owned/small business participation expenditures.
18. **LESS AMOUNT PREVIOUSLY INVOICED:** Reflects total amount invoiced to DMV up to the current invoice amount. Does **not** include the current invoice amount.
19. **CURRENT TOTAL DUE:** Should be the difference between Items 17 and 18 above. Reflects the current amount due on the invoice.
20. **SIGNATURE, TITLE, AND DATE:** Invoice must be signed by the appropriate A/E or representative. The signer must include his/her title and the date of signature.
21. **REMIT TO ADDRESS:** Address to which payments are to be mailed.
22. **FEDERAL IDENTIFICATION NUMBER:** Employee identification number or social security number as assigned by the Social Security Administration.