

11. FINVOICE

Final Invoice Request

REGISTERED MAIL - CERTIFIED RECEIPT

IN REPLY

REFER TO: Contract No. _____
For (Brief Description Title) _____

Dear _____,

Performance of the referenced contract was completed on _____. To officially close this contract, please submit the following documents to the undersigned within 30 calendar days from the date of this letter. If Items 2 and 3 are not applicable to this contract, please indicate this in your reply.

1. Send a final invoice, marked FINAL INVOICE, if you have not already done so.
2. Send a certified final inventory report, in triplicate, of Government Furnished Property in your possession or a subcontractor and state it's original versus current condition.
3. Send a royalty statement, copyright report and patent report (if contract is over \$100,000) to the undersigned.

NOTE: In addition, you are reminded that your contract records must be preserved for possible access by the Comptroller General in accordance with the "Examination of Records" clause for a period of three (3) years (FAR 4.703) after receipt of final payment.

If you have any questions, please contact _____ at _____.

Sincerely,

Contracting Officer
_____ Branch

USDA:ARS:AFM:PPD:(branch initials):(writers first initial+last name):(typist initials):(file name):(Disk
No.):__/__/2000

revised: 11/03/2000
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