

Billing shall cover services and/or goods not previously invoiced. The Contractor shall reimburse the County of Orange for any monies paid to the Contractor for goods or services not provided or when goods or services do not meet the Contract requirements.

Payments made by the County shall not preclude the right of the County from thereafter disputing any items or services involved or billed under this Contract and shall not be construed as acceptance of any part of the goods or services.

7. **Taxpayer ID Number:** The Contractor shall include its taxpayer ID number on all invoices submitted to the County for payment to ensure compliance with IRS requirements and to expedite payment processing.

8. **Payment – Invoicing Instructions**

Contractor will provide an invoice on Contractor's letterhead for goods delivered and/or services rendered. In the case of goods, Contractor will leave an invoice with each delivery. Each invoice will have a number and will include the following information:

1. Contractor's name and address
2. Contractor's remittance address, if different than 1 above
3. Name of County Department
4. Contract # **MA-003-24010749**
5. Contractor's Federal I.D. Number
6. Milestone Name and Description
7. Service dates
8. Invoice Amount (the amount invoiced shall not exceed the established fixed fee price for each Milestone)
9. Total Due to Contractor

Contractor is responsible for providing acceptable invoices. Incomplete or incorrect invoices are not acceptable and shall be returned to Contractor for correction. The County's Project Manager, or designee, is responsible for approval of invoices and subsequent submittal of invoices to the Auditor-Controller for processing of payment.

Invoices and support documentation are to be forwarded to:

Orange County Auditor-Controller/Finance Department
Attention: AC Invoices
1770 N. Broadway
Santa Ana, CA 92706
Email: ACInvoices@ac.ocgov.com

9. **Payment (Electronic Funds Transfer)**

County offers Contractor the option of receiving payment directly to its bank account via an Electronic Fund Transfer (EFT) process in lieu of a check payment. Payment made via EFT shall also receive an Electronic Remittance Advice with the payment details via e-mail.

An e-mail address will need to be provided to County via an EFT Authorization Form. Contractor may request a form from the agency/department representative listed in the Contract.