

February 27, 2007

CALIBRE Subcontractors and Consultants

SUBJECT: Invoice Procedures

Dear valued CALIBRE Subcontractors and Consultants,

CALIBRE has instituted new procedures for Subcontractor and Consultant invoicing in order to simplify, standardize and speed processing and payment. The procedures are somewhat different for subcontractors and consultants, depending on contract type. This memo is designed to tell you the basic outline, and provide you with the resources to answer your questions and help you get paid.

## I. Consultants and T&M Subcontractors

### A. Labor Charges

1. Subcontractor/Consultant employees will fill out CALIBRE TimeSite timesheets, which will be approved by their Subcontractor/Consultant project manager. In the case of one person shops, the timesheets will be approved by CALIBRE Project Manager.
2. TimeSite: [http://att.calibresys.com/tesite/te\\_start.jsp](http://att.calibresys.com/tesite/te_start.jsp). The user guide is available on the first page of the site.
3. CALIBRE will establish a template for each employee with the proper project ready for charging. If your timesheet is blank, please contact [SubCon@calibresys.com](mailto:SubCon@calibresys.com).
4. Timesheets are filled out daily, submitted for approval semi-monthly, and will be paid no later than the 3<sup>rd</sup> Wednesday of the following month.
5. Please do not send paper invoices for labor charges.

### B. Travel and Expenses

1. If you are currently filling out paper expense reports for reimbursement from CALIBRE, or can be directly reimbursed by CALIBRE, you can use CALIBRE's ExpenSite electronic expense report system. The link is the same as above for TimeSite, and the user guide is available there as well.
2. If your contract allows for burden to be added to your travel and/or ODC's, please submit an invoice to [SubCon@calibresys.com](mailto:SubCon@calibresys.com) for the travel and ODC's only. Invoices received by the 1<sup>st</sup> business day of the month will be paid no later than the 3<sup>rd</sup> Wednesday of the month.

## II. FFP Subcontractors

### A. Firm Fixed Price Billing

1. Send your bills to [SubCon@calibresys.com](mailto:SubCon@calibresys.com) by the first business day of each month for the prior months scheduled billing. Partial month incidental charges can be added to this invoice or submitted with the following month's scheduled billing.

### B. Travel and Expenses

1. In the rare case where a FFP Subcontractor employee is directly reimbursed by CALIBRE, the employee may submit ExpenSite expense reports, as described above.

We want to assist you in making this transition as simple and rewarding as it can be. These links and documents can also be found on CALIBRE's web-site. Please click on the Subcontractor and Consultant link in the upper right quadrant of the CALIBRE Home Page at [www.calibresys.com](http://www.calibresys.com). Please address any questions to [SubCon@calibresys.com](mailto:SubCon@calibresys.com).

Thank you for your cooperation and partnership!

Sincerely,



William O. Maxwell, CPA  
Controller & Director, Finance and Accounting>  
CALIBRE