

# Invoice Cover Letter

This letter certifies that the \_\_\_\_\_ Phase has been completed to our county's satisfaction.

Attached is the invoice identifying phase completed and amount owed along with deliverables for this phase. Please submit all invoices to task force project coordinator.

**County Signature**

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County Project Manager

**ERERTF**

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Mary Kiffmeyer Chair

**LCC**

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Greg Hubinger

## **Deliverables to be included for each phase invoice:**

### **If Start-up:**

Contract with Task Force must be signed and approved. Trusted Submitter agreements must be submitted.

### **If Design Phase:**

Please attach the design specifications documented for your county or provide a summary of the design that was finalized for your county's recording system.

### **If Development Phase:**

Please attach the development specifications document for your county or provide a summary of the development specifications that were finalized for your county's recording system.

### **If Testing Phase:**

Please attach a signoff sheet that indicates testing was completed by your county and the system was accepted from this test scenario.

### **If Implementation Phase:**

Please attach assessment verifying vendor's compliance with standards.

### **For Retainage:**

Please attach completed Pilot Measurements template. All preceding milestones must be completed.

**\*\*\*\* All invoices must come directly from the county for payments to the county by the ERER Task Force.**