



## Monthly Contract Cost-to-Date Estimate

American Recovery and Reinvestment Act of 2009  
For the Pacific Northwest National Laboratory  
Operated by Battelle Memorial Institute

In accordance with General Provisions Supplement A-409-ARRA (Paragraph B "Estimated Billing"—restated below), which was incorporated with your Contract, this "**Monthly Contract Cost-to-Date Estimate**" must be completed and submitted on a monthly basis to the Battelle Contracts Representative.

B. Estimated Billing (applies to contracts valued at \$25,000 or more): For contracts for services, Contractor shall provide, on a monthly basis its best estimate of the total billable cost (invoiced plus billable) from inception of the contract through the current calendar month end. For fixed-price contracts for services, Contractor shall provide an estimated cumulative percentage of completion through the month reported. This information must be provided in writing to the Battelle Contracts Representative via email (preferred), fax, or mail by the 15<sup>th</sup> of each month. The "Monthly Contract Cost-to-Date Estimate" form can be obtained at the following website:  
<http://www.pnl.gov/contracts/documents>.

If Contractor has multiple Contracts or multiple Task Orders or Releases against the same Contract, a separate form is required for each Contract and for each Task Order.

- 
1. Contractor Name: \_\_\_\_\_
  2. Contract Number Being Reported: \_\_\_\_\_ Task Order Number (if applicable): \_\_\_\_\_
  3. Estimate Reported Below is for Month of \_\_\_\_\_ Year \_\_\_\_\_
  4. For Cost-Reimbursement or Labor-Hour/Time and Material Type Contracts, Total Estimated Cumulative Cost from Contract Inception through End of Month Reported:  
\$ \_\_\_\_\_
  5. For Fixed-Price Contracts for Services, Total Estimated Percentage of Work Completed from Contract Inception through End of Month Reported:  
\_\_\_\_\_ %
  6. Anticipated Contract Completion Date: \_\_\_\_\_
  7. Comments or Explanations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Person Submitting Form: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

REMINDER: This form must be submitted to the Battelle Contracts Representative by the 15<sup>th</sup> day of each month that this Contract is active. If you have any questions about this form, please contact the responsible Battelle Contracts Representative or PNNL's ARRA Acquisition Point of Contact (email: [ARRA-Acq-POC@pnl.gov](mailto:ARRA-Acq-POC@pnl.gov)).

For PNNL Use Only:  
Contracts Specialist: \_\_\_\_\_ Phone \_\_\_\_\_  
Distribution: 1 Copy (electronic is okay) - Upon receipt, send to cognizant Business Office for timely input into accrual system  
1 Copy in Contract File