



MOST COMMON INVOICING ERRORS

Avoid these Costly Mistakes

- 1** Contractors routinely leaving 5 - 15 minutes early every day, but billing for a full day.
 - 2** Contractors routinely badgin out later (after schedule) & billing that time at the OT rate without approval from the owner.
 - 3** Contractors not adhering to schedules. This introduces unapproved overtime being charged.
 - 4** POs frequently being overspent with little visibility as to why this occurred & which vendors billed more than estimated.
 - 5** Overtime being worked & billed without prior approval; very little visibility into true overtime costs & what is causing the overtime.
 - 6** Inconsistent site rules when it comes to items such as: emergency callouts, holiday pay, weekend pay, rounding rules, grace periods, paid & unpaid lunch.
 - 7** Vendors stepping up their craftsman's role throughout the day without prior approval.
 - 8** Sharing resources (labor, equipment & materials) between projects with no ability to ensure the right hours & cost are being allocated to the right POs.
 - 9** Not accounting for travel time around & between plants with no way to identify & resolve unproductive transit time costs.
 - 10** Contracts not clear if per diems were paid or at what rate, resulting in inconsistent per diem billing across vendors.
 - 11** Offsite work is out of sight, out of mind. Owners have little visibility into the actual offsite work performed but incorrect invoices still get paid – everyday.
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