



Invoice

Invoice to: Palos Heights Public Library

Invoice No.: 14536
Invoice Date: May 05, 2026
Payment Due: June 04, 2026
BTC Project No.: 25-158

Project: Palos Heights PL, Facade Cons Svcs

Invoice Summary								
Category	Phase	Budget	Fee Type	% Complete to Date	Fee Earned to Date	Previously Billed	Unbilled Balance	This Billing
Labor	Design	\$13,500.00	LS	100%	\$13,500.00	\$13,500.00		
	Bidding Assistance	\$4,000.00	LS	100%	\$4,000.00	\$4,000.00		
	Pre-Construction Tasks	\$5,500.00	LS	100%	\$5,500.00	\$5,500.00		
	Construction Phase Services		T&M		\$5,162.50			\$5,162.50
	Additional Services		T&M					
Reimbursable Exp	Bidding Assistance		LS		\$200.70	\$200.70		
	Pre-Construction Tasks		LS		\$71.90	\$71.90		
	Construction Phase Services		T&M		\$293.80	\$150.00		\$143.80
Total This Invoice:								\$5,306.30

Breakdown of Time Charges (T&M and NTE Tasks Only)					
Employee	Description	Date	Quantity	Rate	Extension
Task 4 - Construction Phase Services					
C. Kottra	Contract Administration - Coordination	04/06/26	.5	\$350.00	\$175.00
C. Kottra	Contract Administration - Coordination	04/07/26	.25	\$350.00	\$87.50



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Breakdown of Time Charges (T&M and NTE Tasks Only)					
Employee	Description	Date	Quantity	Rate	Extension
C. Kottra	Contract Administration - Coordination	04/14/26	.5	\$350.00	\$175.00
C. Kottra	Site visit; Progress meeting; Sketching revised details for flashing	04/21/26	5	\$350.00	\$1,750.00
C. Kottra	Correspondence	04/22/26	.5	\$350.00	\$175.00
C. Kottra	Correspondence; Field report; Conference call with D Kersey	04/23/26	1.5	\$350.00	\$525.00
C. Kottra	Meeting minutes; Field report; Correspondence	04/24/26	2	\$350.00	\$700.00
C. Kottra	Site Visit	04/28/26	3.5	\$350.00	\$1,225.00
C. Kottra	Review payment application; Correspondence; Field report	04/29/26	1	\$350.00	\$350.00
Subtotal Time Charges, Task 4 - Construction Phase Services:					\$5,162.50

Breakdown of Reimbursable Expenses						
Phase	Expense	Quantity	Rate	Description	Date	Extension
Construction Phase Services	Mileage	84	\$.80		4/21/2026	\$67.20
Construction Phase Services	Toll	1	1.00		4/21/2026	\$4.70
Construction Phase Services	Mileage	84	\$.80		4/28/2026	\$67.20
Construction Phase Services	Toll	1	1.00		4/28/2026	\$4.70
Total Reimbursable Expenses:						\$143.80

Grand Total This Invoice: \$5,306.30



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Comments:

Notes:

Please reference this invoice number in your payment.
BTC Federal Tax Identification Number: 36-4411406
Past due invoices are subject to late fees in accordance with our agreement.
Any disputes regarding charges in this invoice must be submitted in writing within 2 weeks of receipt of this invoice.

Abbreviations:

NTE=Not-to-Exceed, LS=Lump Sum, Est.=Estimated, T&M=Time & Material

Thank you for your prompt payment