**ATTACHMENT 9: PAYMENT PROVISIONS**

**(Benefits)**

1. **COMPENSATION**

The Court shall pay the Contractor for services performed under an agreement executed and resulting from this solicitation according to industry standards for the services provided.

1. **EXPENSES**

The Court is not responsible for any expenses, including but not limited to travel expenses, which the Contractor may incur in the performance of an agreement executed and resulting from this solicitation.

1. **INVOICING AND PAYMENT**
2. Contractor shall invoice the Court each calendar month for insurance premiums due.
3. The Court shall have no obligations to pay for any work until:
   1. One original, correct, and itemized invoice is received by the Court’s Financial Services department at the email address below; and

AP@sb-court.org

* 1. Each invoice shall be printed on Contractor’s standard printed bill form and shall include:
* The agreement number (purchase order or contract);
* An invoice number;
* Contractor’s name and address;
* The nature of the invoiced charge;
* The total invoiced amount; and
* Such detail as is reasonably necessary to permit the Court to evaluate the work performed.

Upon request from the Court, Contractor shall promptly correct any inaccuracy and resubmit the invoice or electronic file.

* 1. If required, one electronic file containing the details of the work invoiced in Microsoft Excel format (.xls or .xlsx) or Microsoft Word (.doc or .docx) format is received by the Court Project Manager.

1. The Court shall remit payment after the Court’s approval of an original, correct, and itemized invoice and electronic file.
2. The Court may withhold payment if the Contractor fails to perform in accordance to the terms of the agreement. In the event an invoice or other demand for payment is disputed, the Court may withhold the disputed portion of the payment. Upon Contractor’s request, the Court shall provide a written explanation of the disputed portion.

*End of Attachment 9*