

INVOICE GUIDELINES FOR ABANDONED WELL PLUGGING PROJECTS

Please refer to the following guidelines and examples when submitting invoices to the KCC Abandoned Well Plugging Program

- **All invoices must be submitted with a summary page**
- **The summary page should include the following:**
 - Current or revised date of submission
 - Company name, contract ID number and KCC license number
 - Email and phone number
 - Project name and control number
 - Summary of all well(s) being submitted at that time
 - Invoice number
 - Control number with well extension number (2023WPXXXX-001)
 - Well name and number
 - API number, quarter calls, and section-township-range
 - Net amount due
- Total net amount due
- **Individual invoices should include the following:**
 - Current or revised date of submission
 - Company name and contract ID number
 - Invoice number
 - Project name and control number (including the well extension number – 2023WPXXXX.001)
 - Well name and number
 - API number, quarter calls, and section-township-range
 - Description of work completed
 - How the well was plugged
 - Total Depth
 - Stage Plug Depths
 - Cement Amounts etc...
 - Total net amount due
- Please include as much well information as possible. Invoices will also serve as a well record for each individual well. District staff will use all given information to create our well plugging reports (CP 2-3).
- You may not charge more than the set cost indicated in your master contract for each individual well.
- If applicable, please include cement tickets and/or additional invoices for any miscellaneous charges, fishing tools, extra equipment, etc. that are associated with each individual well/invoice.
- If any invoice requires corrections, please change the date of the invoice or add the date it was revised. You will also need to submit an updated summary page if the net amount changed on an individual invoice.

We are a tax-exempt agency. Do not include sales tax on any invoices.

We appreciate your cooperation. If there are any questions, please don't hesitate to ask.

Thank you,
Account Management
Abandoned Well Plugging Department