

**GRAPHIC DESIGN WORK ORDER
FISCAL PROVISIONS**

1.0 TOTAL WORK ORDER AMOUNT

The County will pay Contractor in arrears for all services provided under the Work Order in accordance with Paragraph 5.4, Invoices and Payment, of the Communications Master Agreement and in accordance with Exhibit A, Statement of Work (SOW) and total amount reflected in the chart below. Contractor will have no claim against County for payment for any services provided by Contractor after the expiration or termination of the Work Order or any part thereof.

Work Order Period	Work Order Amount
XX, 2026 through June 30, 2027	\$XXXX

2.0 INVOICE

Contractor’s Invoice (Attachment D) will capture all services provided under the SOW and include line items with corresponding amounts and conform to guidelines included in the invoice template.

3.0 INVOICE SUBMISSION

3.1 Contractor will submit a completed and signed invoice with all supporting documentation within 30 days from the month in which the expenditures occurred. However, for services provided through June 30th, invoices will be submitted no later than July 15th of the subsequent fiscal year. Note that the 30th day may not always be the last day of the month.

Failure to submit an invoice by the required deadline may result in delays in payment processing and may limit the County’s ability to reimburse the Contractor for the associated costs.

3.2 Supporting documentation will clearly identify and support the charges on the invoice. Unless LACDMH specifies or instructs otherwise, copies of supporting documents are acceptable.

3.3 Contractor must retain all relevant supporting documents and make them available to LACDMH at any time for audit purposes.

At any time, if the County reasonably determines from a review or an audit of Contractor’s service and billing records that the Contractor failed to deliver required services associated with this Contract, County shall have the right to adjust and/or recover payment(s) associated with such service(s). The recovery from the Contractor shall be made through cash payment and/or County offsets from future payment(s).

At any time, DMH has the discretion to deny payment, in full or in part, if the Contractor did not meet the outcomes/performance requirements outlined in Exhibit A, Statement of Work of this contract.

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3.4 Contractor will submit all invoice questions to:
Karen Zarsadiaz-Ige, Director of Communications
Los Angeles County – Department of Mental Health
510 S. Vermont Avenue, 22nd Floor
Los Angeles, CA 90020
kzarsadiazige@dmh.lacounty.gov

3.5 Contractor will submit all invoices and supporting documentation to:

Attn: APSEUIquiry@dmh.lacounty.gov

4.0 REIMBURSEMENT

4.1 Upon review and approval of complete and accurate invoices, County agrees to reimburse Contractor for services rendered under this Work Order. Payments for services will be paid within 60 calendar days after receipt of a complete and accurate invoice, subject to the limitations and conditions specified in this Work Order.

4.2 LACDMH will make reimbursements payable to Contractor and send payments to:

Name of Agency: _____

Address of Agency: _____

City, State, Zip: _____

4.3 Ongoing funding for this program is contingent upon the availability of funds as well as continued approval of monthly cost invoices submitted by the Contractor.