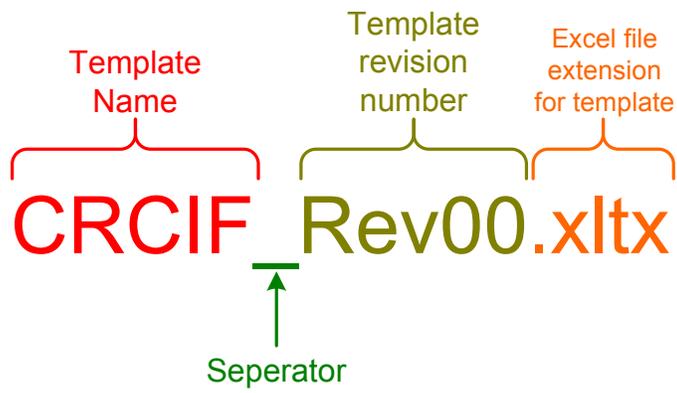
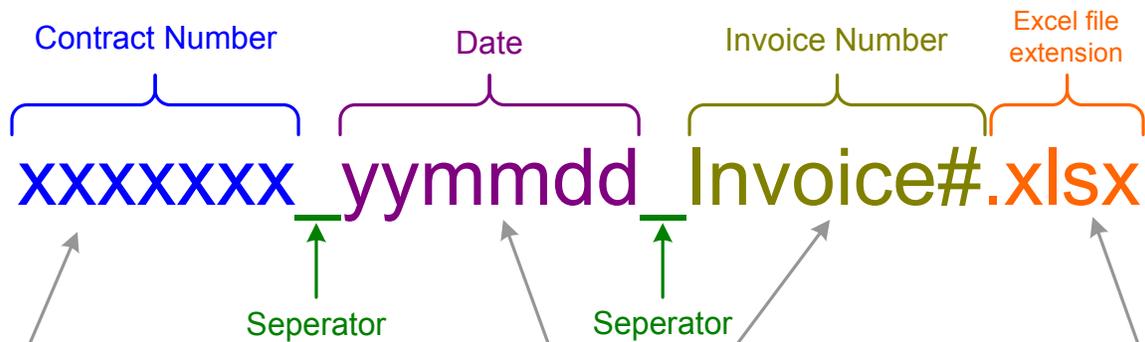


CIF File Name Directions

As received by Consultant from the City



As submitted to the City by Consultant - Example



Contract number as it appears on the agreement.

Date must be in this format and must represent the day it is sent by Consultant to City via email. (City will save the file, when it arrives in the email, with a file name that reflects the day it arrives – this is the “date stamp”.)

This is Consultant’s invoice number. This number will change with each new invoice.

When saving from the template, use “Save As” feature and select “Excel File”.