

## **FAQ FOR CONTRACTORS**

### **1. INVOICING AND REPORTING HOURS**

- a. *Q: If I report my hours through Nexonia, does my invoice need to include a “daily description of work”?*

A: No, you can just refer to Nexonia for the breakdown.

- b. *Q: If I am working on more than one program, does each program need a separate monthly labor invoice?*

A: No, you can include all hours on a single invoice, but it should be broken down by project.

- c. *Q: Who do I contact if I do not have access to a chargeline I need to bill against in Nexonia?*

A: You can contact your Project Manager or technical lead (indicated on the SOW). If you do not receive a prompt response, please contact [contracts@aerotec.com](mailto:contracts@aerotec.com).

### **2. STATEMENTS OF WORK (SOWs)**

- a. *Q: Do I need a separate SOW for each project?*

A: Generally, yes. Some contractors who work on proposals/AeroTEC internal projects may have a single SOW that covers those scopes, but for each customer project, there will be a separate SOW.

- b. *Q: If I am asked to do overhead (attend AeroTEC meetings, trainings, etc.) do I need a separate SOW for that work?*

A: No. That will be included under the general tasks you may be asked to perform under the current active SOW you have. If you do not have a current, active SOW and are asked to do any overhead work, please reach out to [contracts@aerotec.com](mailto:contracts@aerotec.com) and we will coordinate getting you on a SOW.

### **3. OTHER CONTRACT TERMS**

- a. *Q: I’m concerned about the late fees section. What happens if the customer delays information I need or other delays happen that are not my fault?*

A: There is a definition of “Excusable Delay” which covers customer delays and other situations of that kind. Also, as long as you are in regular communication with your AeroTEC PM, the late fee should not be incurred – we will work with you on adjusting schedules as needed. We would never charge the fee without providing notice and an opportunity to fix the issue beforehand.

If you have any additional questions not listed here, please reach out to Rebecca Joseph ([rjoseph@aerotec.com](mailto:rjoseph@aerotec.com) or [contracts@aerotec.com](mailto:contracts@aerotec.com)).