



**SHEET NO. 1 ATTACHED TO SUPPLEMENTAL AGREEMENT NO. 01 AND MADE APART OF LEASE  
NO. GS-09B-02874**

The original invoice must be submitted directly to the GSA Finance Office at the following address:

General Services Administration  
FTS and PBS Payment Division (7BCP)  
Post Office Box 17181  
Fort Worth, Texas 76102-0181

A copy of the invoice must be provided to the Contracting Officer at the following address:

General Services Administration  
Attn: LINDA LUONG  
300 North Los Angeles Street, Suite 4100  
Los Angeles, California 90012

A proper invoice must include the following:

- Invoice date
- Name of the Lessor as shown on the Lease
- Lease contract number, building address, and a description, price, and quantity of the items delivered
- GSA PS #

If the invoice is not submitted on company letterhead, the person(s) with whom the Lease contract is made must sign it.

LESSOR INITIAL: me  
GOV'T INITIAL: VA