



American
Petroleum
Institute

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Washington, DC 20001
USA
202-682-8000
www.api.org

Patti Heck

Main Street Media Group
66 Canal Center Plaza, Suite 555
Alexandria, VA 22314

Statement of Work No: 2021-114241-0
Use this number on all invoices.

The American Petroleum Institute (API) and Main Street Media Group (Consultant) agree to the following Statement of Work specifications in accordance with Master Services Agreement API Contract No. 2019-113122 between API and Consultant:

1. Project Scope: Consultant will secure ad placements

Additional details regarding the work, deliverables and schedule are included in Consultant's Statement of Work (SOW), which is attached and made a part hereof. As mutually agreed between the parties, API may, during the progress of any work hereunder, require additions or modifications of such assigned work in each Statement of Work.

2. Effective Date: January 1, 2021. **Estimated Completion Date:** March 31, 2021.

3. Consultant's Project Manager: Patti Heck

4. API Project Manager: Elizabeth Rosen

5. Statement of Work Cost: An amount not to exceed _____ as stated below. Consultant will invoice API per the Master Services Agreement in accordance with the *API Invoicing and Expense Documentation Guidelines*, attached.

If the above terms and conditions are acceptable, please sign below and return one signed copy of this project addendum to API.

Main Street Media Group

American Petroleum Institute

DocuSigned by:

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DocuSigned by:

2797118CD2BC428...

Megan Bloomgren
SVP of Communications

1/26/2021 | 6:21 PM EST

Date: _____

1/27/2021 | 11:15 AM EST

Date: _____

An equal opportunity employer

API INVOICING AND EXPENSE DOCUMENTATION GUIDELINES

Provide this Attachment to Company's Account Manager and/or Billing Department

Please review these Guidelines carefully. Payment will be delayed for incomplete invoices or unsubstantiated expenses. For questions, contact the API representative named in the Agreement. Sections III and IV also apply to invoices submitted for subcontractor expenses.

I. General Invoice Guidelines

1. Invoices shall reference API Statement of Work No.: 2021-114241-0
2. API may request specific activity/expense itemization on the invoice.
3. Each invoice shall have a unique invoice number that will not subsequently be reused.
4. Invoices shall be in US dollars unless otherwise specified in the Agreement.
5. Invoices shall provide a detailed description of the services provided. This includes, but is not limited to, tasks performed, hours worked, goods procured, itemized expenses.
6. Invoices shall include a subtotal of professional services, direct costs, and out of pocket expenses, if applicable).
7. Invoices are payable within 30 days of API's receipt of a complete and accurate invoice.
8. API may withhold up to 15% of the Agreement amount, pending API's acceptance of all deliverables.
9. A current W-9 and banking information are required from new vendors; payment is contingent upon receipt of a W-9. International vendors may have additional requirements.

II. Submitting Invoices for Payment

1. API uses Anybill, a third party vendor, to receive and route invoices for payment.
2. Submit invoices to Anybill using one of the following methods; do not include API staff on communications to Anybill:
 - a. **Anybill Email (preferred):**
 - i. Email submissions are limited to ONE PDF FILE per invoice, which includes all backup documentation, AND cannot exceed 10 MB.
 - b. If the above TWO criteria cannot be met, fax or mail the invoice to:
 - i. Anybill Address:
 - ii. Anybill Fax:

III. Required Supporting Documentation

1. Documentation is required for expense reimbursement of \$75 USD or more.
2. Documentation must show amount incurred by Vendor; estimates or quotes are insufficient.
3. Expenses must be itemized on the invoice, or an attachment to the invoice, such that totals match amounts on supporting documentation.
4. Receipts must be legible, oriented upright, and be in the same sequential order as the itemization.
5. Meals and entertainment expenses, other than for the Vendor's individual travel, must include the itemized receipt and include an itemization of attendees, their affiliation, title, and the business purpose of the expense. This is required regardless of the amount spent.

IV. Out of Pocket Expenses

1. Reimbursement of travel expenses is limited to coach class transportation and reasonable and necessary accommodations and meal costs if travel is requested by API.
2. Air travel must include the ticketed itinerary stating the fare amount, taxes, fees, etc., as well as class designation.

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3. If upgrading from coach class, include documentation identifying the coach fare at the time the ticket was purchased, and clearly identify the amount of overage paid by Vendor.
4. Reimbursement for vehicle mileage shall be at the prevailing IRS rate.