**[\_\_\_Company Name\_\_\_] (Consultant)  
Task Order Closeout**

This Task Order Closeout serves as confirmation of completion of the following Task Order(s) under the subject agreement (“Agreement”) between the Alameda County Transportation Commission (“Alameda CTC”) and your firm (“Consultant”):

**Task Order Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Order No.** | **Description** | **Total Not-to-Exceed Task Order Budget** | **Total Invoice Amount Paid** |
|  |  |  |  |
|  |  |  |  |

**Consultant and Subconsultant Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Order No.** | **Vendor** | **Total Not-to-Exceed Vendor Budget** | **Total Invoice Amount Paid** |
|  |  |  |  |
|  |  |  |  |

Please have an authorized signatory countersign and date this Task Order Closeout to confirm that your firm acknowledges and agrees with the closeout of such Task Order(s) and return the executed document to:

Alastair Powell

Associate Administrative Analyst

[apowell@alamedactc.org](mailto:apowell@alamedactc.org)

This Task Order Closeout may be executed by scanned and emailed signature, and a scanned and emailed signature shall constitute an original for all purposes.

By signature below, the Consultant agrees that, in accordance with the Task Order(s) listed herein, all deliverables have been satisfactorily completed and submitted to Alameda CTC, and final payment has been made for such Task Order(s).

[REVIEW BY ALAMEDA CTC CONTRACTING OFFICER REQUIRED BEFORE SIGNATURES]

|  |  |
| --- | --- |
| **Consultant:**  [\_\_\_Company Name\_\_\_]  By:  [\_\_\_Name\_\_\_] Date  [\_\_\_Title\_\_\_] | **Alameda Ctc:**  Alameda County Transportation Commission  By:  [\_\_\_Name\_\_\_] Date  Project Manager |

cc: Yoana Navarro, Accounting Manager; E.W. Cheng, Senior Administrative Analyst

File: Document Controls; Project Controls