

Role-Based Brochure



# BillQuick for Billing Managers

---



# Why BillQuick?

BillQuick is a project-centric system. The project (job, matter or engagement) is the core element of the relationship between a company (firm) and its client (customer). It defines the scope of work that is being done for a client, how it should be processed, how it should be billed, and so on.

Implementation of BillQuick for billing management is the right step towards increasing business productivity and investing in technology that helps you manage your billing process. BillQuick provides you with flexibility and variety in terms of billing rules, methods, payment terms, invoice formats and related decisions, thus minimizing billing time and effort. This role-based brochure highlights the functions and features of BillQuick that are useful for billing managers in a company. It focuses on important information needed for making billing decisions. In other words, it answers your question "*What does BillQuick do for me?*"

## Feature Overview

- Client and project fee schedules with special bill rates
- Bill rates based on job classification
- 12 billing arrangements including Hourly, Fixed Fee, Recurring and Cost Plus
- Separate contract type and amount for each project and phase
- Billing schedules
- Flexible billing methods including joint, progress, batch billing, etc
- 3-stage billing process for shorter cycles
- Invoice templates by contract type or project
- Currency setup at client, project and employee level
- Standard and custom payment terms
- Invoice submission-approval workflow tracking
- Auto-approve time and expenses
- 2 free-form memos per invoice
- More than 180 invoice formats
- Customizable invoices
- GST, PST, HST and other VAT invoice and item taxes
- Custom invoice number format
- Reversal and editing of invoices
- Integration of billing data with QuickBooks, Sage 50 (formerly Peachtree Accounting) and MYOB
- Email option for invoices and their attachments besides print
- Manual invoices
- Global and project billing business rules
- Retainage and retainer on projects
- Memorized invoices, vendor bills and checks
- Write-up or write-down time entries and net bill
- Pre-billing and billing analysis reports

## Billing Review

The screenshot shows the 'Billing Review' window with a toolbar and a data table. The toolbar includes icons for Help, Print, Options, Select, Bill Sel, Tools, Details, Add, and Refresh. Below the toolbar, there are fields for 'Last Inv #: 1204', 'Minimum Amt: \$0.00', and buttons for 'Invoice Review', 'Create Phased Invoice', and 'Create Retainer Invoice'. The table below has columns for J, Inv #, Project ID, Hrs, Billable, Expense, Discount, Retainer, Net Bill, Bill, and % Complete.

J	Inv #	Project ID	Hrs	Billable	Expense	Discount	Retainer	Net Bill	Bill	% Complete
	1205	09-PV Country Club:	0	\$0.00	\$92.40	\$0.00	\$0.00	\$92.40	<input checked="" type="checkbox"/>	36.7
j	1206	10-Hillard:1-SD	38.75	\$2,985.00	\$0.00	\$0.00	\$0.00	\$2,985.00	<input checked="" type="checkbox"/>	50
j	1206	10-Hillard:4-CA	18	\$2,975.00	\$0.00	\$0.00	\$0.00	\$2,975.00	<input checked="" type="checkbox"/>	25
	1207	10-MAIN:1-SD	72	\$5,710.00	\$0.00	\$150.00	\$0.00	\$5,560.00	<input checked="" type="checkbox"/>	10
		10-MAIN:2-CD	217.5	\$18,810.00	\$0.00	\$0.00	\$0.00	\$18,810.00	<input type="checkbox"/>	6
		10-MAIN:3-CA	4.5	\$675.00	\$0.00	\$0.00	\$0.00	\$675.00	<input type="checkbox"/>	4
			350.75	\$31,155.00	\$92.40			\$31,097.40		

Whether you make billing decisions on-screen or mark up a Billing Review report, BillQuick offers global to detailed control over how much is billed to a client for a project.

Globally, you can just accept or replace the amount to bill. BillQuick handles write-up or down business rules behind the scenes. It is simple for Percent Complete billing too; enter the percent value and BillQuick calculates the amount to bill. As needed, you can apply a discount or retainer to a bill.

When needed, you can work with details. For example, you can change time and expenses to non-billable or write them off. Alternatively, items can be excluded from the invoice, putting them back into work-in-progress for later billing. If needed, you can write up or write down individual or groups of time entries.

Invoice templates for projects control the look and feel of invoices but it is not rigid. You can add custom text and unlimited-length memos for describing the work being billed, reminding clients about a seminar or upcoming event, or just thanking clients for their business.

Finally, you can batch process project bills into draft or final invoices at one time. For projects that require no billing decisions, you can bypass the standard billing process and create an invoice automatically. The invoice waits for your final check and delivery.

*Bottom Line:* The billing process is measured in hours, not days or weeks. Presentation of information on an invoice is separate from the data, meaning you never need to manipulate data or manually prepare an invoice to make it look right.

# Billing Management Reports

Some of the most popular and useful BillQuick reports and invoices for billing managers include:

## Pre-Billing Reports

1. Billing Review for Phased Projects – Detail
2. Billing Review with Memos
3. Contract Services – Percentage Billed
4. Unapproved Time & Expenses
5. Contract Spent by Project – Services and Expenses
6. Project Contract Spent Summary – Phased Project
7. Investment Summary by Project
8. AR Aging – Days Outstanding
9. AR Client Details by Project and Invoice with Payments Detail
10. Write-Up/Down Summary by Project

## Invoices

1. Hourly Invoice with Memo (GST)
2. Hourly Invoice by Activity without Rate, Unit
3. Fixed Invoice
4. Joint Invoice Summarized
5. Cost Plus By Classification
6. Hourly Invoice by Employee
7. Hourly Invoice with Billing History
8. Hourly Invoice by Classification
9. Joint Invoice
10. Fixed Invoice with Extra Hours
11. Fixed Invoice with Percent Complete
12. Joint Invoice Phased with Percent Complete
13. Joint Invoice with Contract Sum
14. Phased Invoice with Expenses

## Post-Billing Analysis Reports

1. WIP Reconciliation
2. Billed Services by Project & Activity with Write-Up/Down
3. Billing Reconciliation Summary by Client
4. Billing Analysis by Project Manager
5. Retainage Held and Paid by Client

Below are a few report and invoice samples.

Project: **Crystal Blue Waters New System Installation (10-Crystal Blue Water)** - Managed by: **Walter Birch**  
 Client: **Tracy Hunter (County)**

Billing Review for Phased Projects

Phase	Contract Amount	% Complete	Services Billed	Expenses Billed	Unbilled Services	Unbilled Expenses	Proposed Net Bill	New % Complete
Crystal Blue Waters New System Installation (10-Crystal Blue Water)	\$10,000.00	0.00%	\$19,000.00	\$0.00	\$1,340.00	\$575.00	\$1,915.00	

**Services**

Date	Employee	Description	Hours	Cost	Bill Rate	Bill Amount	
9/4/2013	Walter Birch	Client Conference/Meeting	2.00	\$100.00	\$100.00	\$200.00	NP
9/4/2013	Allen Marcello	Client Conference/Meeting	2.00	\$80.00	\$80.00	\$160.00	NP
9/4/2013	Jennifer Arlington	Client Conference/Meeting	2.00	\$120.00	\$120.00	\$240.00	NP
9/4/2013	Mark Kerns	Client Conference/Meeting	2.00	\$34.00	\$35.00	\$70.00	NP
9/4/2013	Richard Curtis	Client Conference/Meeting	2.00	\$80.00	\$80.00	\$160.00	NP
9/10/2013	Allen Marcello	Telephone Call/Conference	0.75	\$30.00	\$80.00	\$60.00	NP
9/10/2013	Jennifer Arlington	Telephone Call/Conference	0.75	\$45.00	\$120.00	\$90.00	NP
9/13/2013	Allen Marcello	Telephone Call/Conference	0.50	\$20.00	\$80.00	\$40.00	NP
9/16/2013	Allen Marcello	Telephone Call/Conference	2.00	\$80.00	\$80.00	\$160.00	NP
9/20/2013	Allen Marcello	Telephone Call/Conference	2.00	\$80.00	\$80.00	\$160.00	NP
			<b>16.00</b>	<b>\$669.00</b>		<b>\$1,340.00</b>	

**Expenses**

Date	Employee	Description	Units	Cost	Markup	Bill Amount
3/21/2013	Greg Wang	Outside Consultant Fees	1.00	\$575.00	0.00%	\$575.00
			<b>1.00</b>	<b>\$575.00</b>		<b>\$575.00</b>

**Retainer Summary**

	Client	Project
Received	\$0.00	\$5,000.00
Applied	\$0.00	\$4,975.00
Balance	\$0.00	\$25.00

**Other Information**

Start Date	Due Date	Contract Balance	Billed	Paid	Owed	Manager
2/25/2011		(\$9,000.00)	\$ 19,000.00	\$ 11,500.00	\$ 7,500.00	WB

10-Crystal Blue Water: Total: **\$10,000.00**      **\$19,000.00**      **\$0.00**      **\$1,340.00**      **\$575.00**      **\$1,915.00**

**Accounts Receivable**

Invoice #	Invoice Date	Invoice \$	Discount	Credit	Write-Off	Payments	Balance
1061	10/4/2012	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00
1077	11/2/2012	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00
1094	12/4/2012	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00
1143	7/20/2013	\$3,000.00	\$0.00	\$0.00	\$0.00	\$825.00	\$2,175.00
1153	7/25/2013	\$3,000.00	\$0.00	\$0.00	\$0.00	\$825.00	\$2,175.00
1165	5/21/2013	\$4,000.00	\$0.00	\$0.00	\$0.00	\$850.00	\$3,150.00
		<b>\$19,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,500.00</b>	<b>\$7,500.00</b>

Period From	Period To
5/13/2013	12/30/2013

Billing Review with Memos

Client ID: **City Services**

Date	Employee ID	Description	B-Hrs/Units	Cost Amt	Amount	WUD%	*
<b>09-PV Country Club: - PV Country Club (Managed by JA)</b>							
<b>Services:</b>							
9/21/2013	CJ	Client Conference/Meeting	1.00	\$30.00	\$0.00		<input type="checkbox"/>
10/28/2013	JD Consulting	BUILDING DEPARTMENT LIAISON	8.00	\$440.00	\$0.00		<input type="checkbox"/>
10/28/2013	Geo Engineering	COMPUTER AIDED DRAFTING	14.00	\$560.00	\$0.00		<input type="checkbox"/>
11/28/2013	CJ	Client Conference/Meeting	1.25	\$43.75	\$0.00		<input type="checkbox"/>
		<b>Meeting with sub-contractors and board members regarding North Building extension.</b>					
12/6/2013	RC	CAD PLOTTING	1.25	\$41.88	\$0.00		<input type="checkbox"/>
		<b>Drawings sent through USPS same day service for final plotting to meet building department deadline</b>					
12/8/2013	CJ	Client Conference/Meeting	1.25	\$43.75	\$0.00		<input type="checkbox"/>
		<b>Meeting with sub-contractors and board members regarding North Building extension.</b>					
12/16/2013	RC	CAD PLOTTING	1.25	\$41.88	\$0.00		<input type="checkbox"/>
		<b>Drawings sent through USPS same day service for final plotting to meet building department deadline</b>					
12/30/2013	CJ	Client Conference/Meeting	1.00	\$30.00	\$0.00		<input type="checkbox"/>
<b>Expenses:</b>							
5/13/2013	BW	MILEAGE	25.00	\$12.50	\$13.75		*
		<b>Site inspection mileage expense. 10% markup applied.</b>					
6/27/2013	BW	MILEAGE	25.00	\$12.50	\$13.75		*
		<b>Site inspection mileage expense. 10% markup applied.</b>					

**Account Information**

Services Billed	Expenses Billed	Billed	Paid	Owed	Ret Paid	Ret Avail
\$ 33,118.75	\$ 6,097.65	\$ 39,218.67	\$ 39,201.32	\$ 17.35	\$ 0.00	\$ 0.00
Contract Amt	Contract Type	Fixed Fee	Cont. Balance	% Complete	Hrs x Cost Rate	WuWd T.D.
\$ 73,115.00	HNTE	\$ 0.00	\$37,496.25	36.70%	\$ 22,612.41	(\$90.00)

09-PV Country Club: - PV Country Club				Hrs/Units	Cost Amt	Billable Amt
<b>Extra Labor</b>	<b>Extra Expense</b>	<b>Total Extra</b>	<b>Total Non-Extra</b>	<b>Labor Total:</b>	29.00	\$1,231.26
\$ 0.00	\$ 27.50	\$ 27.50	\$ 0.00	<b>Expense Total:</b>	50.00	\$25.00
				<b>Billable Total:</b>		\$1,256.26
						\$27.50

Send Statement: YES / NO

Bill: YES / NO

Bill Amount: \$ \_\_\_\_\_

Notes: Project Complete.

# Hendricks Consulting LLC

2601 Airport Drive, Suite 380  
 Los Angeles, CA 90505  
 Tel: (310) 555-1212 Fax: (310) 555-2121

## Contract Services - Percentage Billed

Printed on: 3/15/2013

Page 1 of 1

Show Monthly Details

Project ID - Name	Type	Contract Amt	Contract Billed*	Contract Bal.	% Billed
09-PV Country Club: - PV Country Club	HNTE	\$73,115.00	\$35,618.75	\$37,496.25	48.72
10 Municipal Offices - 3: - Municipal Offices Technical Support	Hourly		\$11,734.75		
10-CBS New System: - Crystal Blue Waters New System Evaluation	Fixed	\$3,500.00	\$2,740.00	\$760.00	78.29
10-CBS Support: - Crystal Blue Waters Ongoing Support	Hourly	\$7,800.00	\$17,895.00	(\$10,095.00)	229.42
10-City Health Dept: - City Health Department	HNTE	\$75,000.00	\$67,478.79	\$7,521.21	89.97
10-Crystal Blue Water: - Crystal Blue Waters New System Installation	Fixed	\$10,000.00	\$19,000.00	(\$9,000.00)	190.00
10-Dept Of City Services: - Dept. of City Services	Hourly		\$28,567.50		
10-DWP: - Dept. of Water & Power	HNTE	\$46,000.00	\$20,447.50	\$25,552.50	44.45
10-Fun Foods: - Fun Foods 2.0 Upgrade	Fixed	\$15,000.00	\$25,848.75	(\$10,848.75)	172.33
10-Green Thumb: - Green Thumb Starter System	Fixed	\$10,500.00	\$9,000.00	\$1,500.00	85.71
10-Harbor Bldg 42: - Long Beach Harbor Terminal Bldg. 42	HNTE	\$75,000.00	\$20,822.50	\$54,177.50	27.76
10-Harbor Terminal Bldg 61: - Long Beach Harbor Terminal Bldg. 61	%	\$157,000.00	\$34,035.00	\$122,965.00	21.68
10-Harbor: - Long Beach Harbor	Hourly		\$5,882.50		
10-Hillard:1-SD - Hilliard Residence-Schematic Design	Fixed	\$20,000.00	\$10,000.00	\$10,000.00	50.00
10-Hillard:2-DD - Hilliard Residence Design Development	Fixed	\$10,000.00	\$9,432.50	\$567.50	94.33
10-Hillard:3-CD - Hilliard Residence-CD	Fixed	\$50,000.00	\$25,000.00	\$25,000.00	50.00
10-Hillard:4-CA - Hilliard Residence-CA	Fixed	\$20,000.00	\$26,351.00	(\$6,351.00)	131.76
10-HUD Add Services: - Housing and Urban Development - Add Servic	Hourly		\$41,940.00		
10-HUD Aspen: - Housing and Urban Development - Aspen, Colorado	Hourly		\$26,392.50		
10-HUD Monte Carlo: - Housing and Urban Development - Monte Carl	Hourly		\$44,925.00		
10-HUD NY: - Housing and Urban Development - New York City	Hourly		\$68,100.00		
10-HUD Queens: - Housing and Urban Development - Queens	Hourly		\$85,715.00		
10-HUD Richmond: - Housing and Urban Development - Richmond, VA	Hourly		\$63,618.50		
10-Long Beach Harbor: - Long Beach Harbor - Recurring	Recurring		\$8,000.00		
10-MAIN:1-SD - HUD - Schematic Design	Fixed	\$25,000.00	\$2,500.00	\$22,500.00	10.00
10-MAIN:2-CD - HUD - Construction Documents	Fixed	\$87,500.00	\$5,250.00	\$82,250.00	6.00
10-MAIN:3-CA - HUD - Construction Administration	Fixed	\$12,500.00	\$500.00	\$12,000.00	4.00
10-Municipal Offices: - Municipal Offices Feasibility	Fixed	\$2,200.00	\$1,922.50	\$277.50	87.39
10-Municipal Offices-2: - Municipal Offices Development	Fixed	\$65,000.00	\$147,830.00	(\$82,830.00)	227.43
10-Party Planners: - Party Planners, Inc. System Upgrade	Fixed	\$30,000.00	\$38,137.50	(\$8,137.50)	127.13
10-Party Planners-2: - Party Planners, Inc. Tech Center	Hourly		\$11,670.88		
10-Redondo Library: - Redondo Beach Library	HNTE	\$75,000.00	\$3,760.00	\$71,240.00	5.01
10-Staple Center: - Staples Center	Fixed	\$250,000.00	\$37,500.00	\$212,500.00	15.00
10-Torrance Airport: - Torrance Airport Upgrade	C+FF	\$100,000.00	\$23,247.95	\$76,752.05	23.25
10-WW New Systems: - World Wide New Systems	Fixed	\$25,600.00	\$63,750.00	(\$38,150.00)	249.02
<b>Grand Total:</b>		<b>\$1,245,715.00</b>	<b>\$648,067.74</b>	<b>\$597,647.26</b>	
<b>Grand Total (no contract):</b>			<b>\$396,546.63</b>		

# Hendricks Consulting LLC

2601 Airport Drive, Suite 380  
 Los Angeles, CA 90505  
 Tel: (310) 555-1212 Fax: (310) 555-2121

## WIP Reconciliation Summary

1/1/2013 - 3/31/2013

Project ID	Contract Amount	Opening Billable WIP	Period Billable WIP	Period Invoiced Billable WIP*	Write-Up/Down on Inv. Bill. WIP*	Closing Billable WIP	D = A+B-C
09-PV Country Club: - PV Country Clu	\$73,115.00	\$5,750.00	\$9,472.40	\$6,476.25	\$0.00	\$8,746.15	
10 Municipal Offices - 3: - Municipa		\$2,773.60	\$29,757.50	\$9,566.10	\$0.00	\$22,965.00	
10-CBS Support: - Crystal Blue Waters	\$7,800.00	\$1,295.00	\$855.00	\$0.00	\$0.00	\$2,150.00	
10-City Health Dept: - City Health De	\$75,000.00	\$67,448.91	\$921.51	\$53,564.83	\$0.00	\$14,805.59	
10-Crystal Blue Water: - Crystal Blue	\$10,000.00	\$680.00	\$3,695.00	\$0.00	\$0.00	\$4,375.00	
10-Dept Of City Services: - Dept. of		\$6,546.25	\$1,550.00	\$0.00	\$0.00	\$8,096.25	
10-DWP: - Dept. of Water & Power	\$46,000.00	\$6,050.00	\$1,647.50	\$0.00	\$0.00	\$7,697.50	
10-Fun Foods: - Fun Foods 2.0 Upgrad	\$15,000.00	\$7,028.75	\$3,440.00	\$0.00	\$0.00	\$10,468.75	
10-Green Thumb: - Green Thumb Sta	\$10,500.00	\$6,698.75	\$740.00	\$0.00	\$0.00	\$7,438.75	
10-Harbor Bldg 42: - Long Beach Hart	\$75,000.00	\$1,282.24	\$3,684.61	\$1,562.84	\$0.00	\$3,404.01	
10-Harbor Terminal Bldg 61: - Long E	\$157,000.00	\$2,390.00	\$1,865.00	\$0.00	\$0.00	\$4,255.00	
10-Harbor: - Long Beach Harbor	\$0.00	\$1,825.00	\$9,272.50	\$0.00	\$0.00	\$11,097.50	
10-Hillard:1-SD - Hilliard Residence-Sc	\$20,000.00	\$0.00	\$7,985.00	\$0.00	\$0.00	\$7,985.00	
10-Hillard:2-DD - Hilliard Residence De	\$10,000.00	\$6,495.00	\$218.75	\$6,495.00	\$0.00	\$218.75	
10-Hillard:3-CD - Hilliard Residence-C	\$50,000.00	\$9,084.00	\$3,200.00	\$9,084.00	\$15,916.04	\$3,200.00	
10-Hillard:4-CA - Hilliard Residence-CA	\$20,000.00	\$7,117.00	\$21,351.00	\$0.00	\$0.00	\$28,468.00	
10-HUD Add Services: - Housing and		\$8,759.00	\$8,480.00	\$0.00	\$0.00	\$17,239.00	
10-HUD Aspen: - Housing and Urban E		\$9,025.00	\$5,550.00	\$0.00	\$0.00	\$14,575.00	
10-HUD Monte Carlo: - Housing and		\$9,876.50	\$16,475.00	\$814.00	\$0.00	\$25,537.50	
10-HUD NY: - Housing and Urban Deve	\$0.00	\$30,325.00	\$14,751.55	\$1,201.55	\$0.00	\$43,875.00	
10-HUD Queens: - Housing and Urban		\$49,855.00	\$10,800.00	\$480.00	\$0.00	\$60,175.00	
10-HUD Richmond: - Housing and Urb		\$21,665.50	\$20,488.33	\$0.00	\$0.00	\$42,153.83	
10-Long Beach Harbor: - Long Beac	\$0.00	\$24,879.00	\$12,723.00	\$0.00	\$0.00	\$37,602.00	
10-MAIN:1-SD - HUD - Schematic Desig	\$25,000.00	\$650.00	\$5,385.00	\$0.00	\$0.00	\$6,035.00	
10-MAIN:2-CD - HUD - Construction D	\$87,500.00	\$4,200.00	\$20,305.00	\$0.00	\$0.00	\$24,505.00	
10-MAIN:3-CA - HUD - Construction Ac	\$12,500.00	\$675.00	\$0.00	\$0.00	\$0.00	\$675.00	
10-Municipal Offices: - Municipal Of	\$2,200.00	\$2,016.00	\$75.00	\$2,016.00	\$0.00	\$75.00	
10-Municipal Offices2: - Municipal C	\$65,000.00	\$3,157.50	\$7,014.36	\$5,305.00	\$0.00	\$4,866.86	
10-Party Planners-2: - Party Planners,	\$0.00	\$3,294.20	\$2,340.00	\$5,136.70	\$0.00	\$497.50	
10-Redondo Library: - Redondo Beac	\$75,000.00	\$200.00	\$3,750.00	\$0.00	\$0.00	\$3,950.00	
10-Staple Center: - Staples Center	\$250,000.00	\$400.00	\$0.00	\$400.00	\$30,060.00	\$0.00	
10-Torrance Airport: - Torrance Airpo	\$100,000.00	\$4,035.64	\$0.00	\$3,555.64	\$0.00	\$480.00	
10-WW New Systems: - World Wide N	\$25,600.00	\$25,705.00	\$4,870.00	\$32,765.00	\$300.16	(\$2,190.00)	
<b>Report Total:</b>	<b>\$1,212,215.00</b>	<b>\$331,182.84</b>	<b>\$232,663.01</b>	<b>\$138,422.91</b>	<b>\$46,276.20</b>	<b>\$425,422.94</b>	
							<b>\$11,990.00</b>
							<b>Corrected Closing Billable WIP: \$437,412.94</b>

\*Items marked-as-billed use the entry date as billed date, also reflects as negative value in WuWd column. Invoiced column is without WuWd multiplier.

red values = reconciliation issue of assigning invoice date less than time/expense date (mouse-over for amount)



# Hendricks Consulting LLC

2601 Airport Drive, Suite 380  
 Los Angeles, CA 90505  
 Tel: (310) 555-1212 Fax: (310) 555-2121  
 admin@hendricks\_consulting.com  
 www.hendricks\_consulting.com

## Billed Services by Project & Activity with Write-Up/Down

Printed on: 3/8/2012

Page 16 of 93

Filters Used:

- Invoice Date: 1/1/2012 to 12/31/2012

**Project Name (ID):** Crystal Blue Waters New System Installation (10-Crystal Blue Water:)

**Project StartDate:** 1/21/2010

**Client ID:** County

Employee Name	Description	Date	B-Hrs	BillRate	Amount	Inv. Amount	Inv Number
<b>Client Conf: - Client Conference/Meeting</b>							
Allen Marcello	--	9/15/2011	2.00	\$80.00	\$160.00	\$272.73	1153
Allen Marcello	--	11/1/2011	2.25	\$80.00	\$180.00	\$306.82	1153
Allen Marcello	--	2/12/2012	2.00	\$80.00	\$160.00	\$272.73	1153
Allen Marcello	--	1/13/2012	2.00	\$80.00	\$160.00	\$272.73	1153
Allen Marcello	--	1/30/2012	2.25	\$80.00	\$180.00	\$306.82	1153
Allen Marcello	--	10/15/2011	2.00	\$80.00	\$160.00	\$272.73	1153
Allen Marcello	--	10/2/2011	2.25	\$80.00	\$180.00	\$306.82	1153
Allen Marcello	--	2/29/2012	2.25	\$80.00	\$180.00	\$306.82	1153
Walter Birch	--	12/29/2011	2.00	\$100.00	\$200.00	\$340.91	1153
Walter Birch	--	11/29/2011	2.00	\$100.00	\$200.00	\$340.91	1153
<b>Total for Client Conf:</b>			<b>21.00</b>		<b>\$1,760.00</b>	<b>\$3,000.02</b>	
<b>Site Super: - Site Supervision</b>							
Allen Marcello	--	3/31/2012	3.50	\$80.00	\$280.00	\$0.00	1143
Allen Marcello	--	3/1/2012	3.75	\$80.00	\$300.00	\$101.35	1143
<b>Total for Site Super:</b>			<b>7.25</b>		<b>\$580.00</b>	<b>\$101.35</b>	
<b>System Ins: - Computer System Installation</b>							
Allen Marcello	--	3/30/2012	8.00	\$80.00	\$640.00	\$216.22	1143
Allen Marcello	--	2/3/2012	8.00	\$80.00	\$640.00	\$216.22	1143
Allen Marcello	--	3/29/2012	8.00	\$80.00	\$640.00	\$216.22	1143
Allen Marcello	--	2/2/2012	8.00	\$80.00	\$640.00	\$216.22	1143
Allen Marcello	--	3/3/2012	8.00	\$80.00	\$640.00	\$216.22	1143
Allen Marcello	--	2/28/2012	8.00	\$80.00	\$640.00	\$216.22	1143
Allen Marcello	--	2/29/2012	8.00	\$80.00	\$640.00	\$216.22	1143
Allen Marcello	--	3/5/2012	8.00	\$80.00	\$640.00	\$216.22	1143
Allen Marcello	--	2/4/2012	8.00	\$80.00	\$640.00	\$216.22	1143
Allen Marcello	--	3/4/2012	8.00	\$80.00	\$640.00	\$216.22	1143
Allen Marcello	--	2/27/2012	8.00	\$80.00	\$640.00	\$216.22	1143
Allen Marcello	--	3/28/2012	8.00	\$80.00	\$640.00	\$216.22	1143
Allen Marcello	--	9/21/2012	8.00	\$80.00	\$640.00	\$1,333.33	1165
Allen Marcello	--	8/20/2012	8.00	\$80.00	\$640.00	\$1,333.33	1165
Allen Marcello	--	8/21/2012	8.00	\$80.00	\$640.00	\$1,333.33	1165
<b>Total for System Ins:</b>			<b>120.00</b>		<b>\$9,600.00</b>	<b>\$6,594.63</b>	
<b>Web Serv: - Web Services</b>							
Richard Curtis	--	3/23/2012	2.00	\$80.00	\$160.00	\$54.05	1143
Richard Curtis	--	2/23/2012	1.75	\$80.00	\$140.00	\$47.30	1143
Richard Curtis	--	2/22/2012	2.00	\$80.00	\$160.00	\$54.05	1143
Richard Curtis	--	3/24/2012	1.75	\$80.00	\$140.00	\$47.30	1143
<b>Total for Web Serv:</b>			<b>7.50</b>		<b>\$600.00</b>	<b>\$202.70</b>	
<b>Total for 10-Crystal Blue Water:</b>			<b>155.75</b>		<b>\$12,540.00</b>	<b>\$9,898.70</b>	



# Hendricks Consulting LLC

2601 Airport Drive, Suite 380  
Los Angeles, CA 90505  
Tel: (310) 555-1212 Fax: (310) 555-2121  
admin@hendricks\_consulting.com  
www.hendricks\_consulting.com

## Invoice

Ms. Carolyn Summer  
City Services Dept.  
123 Main Street  
First Floor  
Your Town, CA 90500

**Invoice Date:** Mar 15, 2013  
**Invoice Num:** 1214  
**Billing Through:** Jan 1, 2099

**PV Country Club (09-PV Country Club:) - Managed by (JA)**

### Professional Services:

<u>Date</u>	<u>Employee</u>	<u>Description</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
2/8/2013	AM	Design Calculations	13.00	\$80.00	\$1,040.00
2/16/2013	AM	Client Conference/Meeting <b>Meeting with sub-contractors and board members regarding North Building extension.</b>	6.00	\$80.00	No Charge
4/4/2013	Geo Engineering	DESIGN CALCULATIONS	5.00	\$225.00	\$1,125.00
<b>Total Service Amount:</b>					<b>\$2,165.00</b>

### Reimbursable Expenses:

3/20/2013	AM	MILEAGE Site inspection mileage expense. 10% markup applied.			\$4,262.50
4/13/2013	BW	MILEAGE Site inspection mileage expense. 10% markup applied.			\$6,875.00
4/28/2013	BD	MILEAGE Site inspection mileage expense. 10% markup applied.			\$13.75
5/13/2013	BW	MILEAGE Site inspection mileage expense. 10% markup applied.			\$13.75
6/27/2013	BW	MILEAGE Site inspection mileage expense. 10% markup applied.			\$13.75
<b>Total Expenses:</b>					<b>\$11,178.75</b>
<b>GST:</b>					<b>\$362.00</b>

**Amount Due This Invoice:** **\$13,705.75**

*This invoice is due upon receipt*

### Account Summary

Services BTD	Expenses BTD	Last Inv Num	Last Inv Date	Last Inv Amt	Last Pay Amt	Prev Unpaid Amt
\$ 35,283.75	\$ 17,368.80	1150	7/25/2013	\$ 640.00	\$ 2,719.92	\$ 109.75

**Total Amount Due Including This Invoice:** **\$13,815.50**

Thank you for your business!



# Hendricks Consulting LLC

2601 Airport Drive, Suite 380  
Los Angeles, CA 90505  
Tel: (310) 555-1212 Fax: (310) 555-2121  
admin@hendricks\_consulting.com  
www.hendricks\_consulting.com

## Invoice

Ms. Carolyn Summer  
City Services Dept.  
123 Main Street  
First Floor  
Your Town, CA 90500

**Invoice Date:** Mar 15, 2013  
**Invoice Num:** 1214  
**Billing Through:** Jan 1, 2099

**PV Country Club (09-PV Country Club:) - Managed by (JA)**

### Professional Services

<u>Activity ID</u>	<u>Description</u>	<u>Amount</u>
AR:DC	Design Calculations	\$1,040.00
Calcs:	DESIGN CALCULATIONS	\$1,125.00
Client Conf:	Client Conference/Meeting	No Charge
<b>Total Service Amount:</b>		<b>\$2,165.00</b>
<b>Main Service Tax:</b>		<b>\$250.00</b>

### Reimbursable Expenses:

<u>Date</u>	<u>Employee</u>	<u>Description</u>	<u>Amount</u>
3/20/2013	AM	MILEAGE	\$4,262.50
4/13/2013	BW	MILEAGE	\$6,875.00
4/28/2013	BD	MILEAGE	\$13.75
5/13/2013	BW	MILEAGE	\$13.75
6/27/2013	BW	MILEAGE	\$13.75
<b>Total Expenses:</b>			<b>\$11,178.75</b>
<b>Main Expense Tax:</b>			<b>\$112.00</b>
<b>Amount Due This Invoice:</b>			<b>\$13,705.75</b>

*This invoice is due upon receipt*

### Account Summary

<u>Services BTD</u>	<u>Expenses BTD</u>	<u>Last Inv Num</u>	<u>Last Inv Date</u>	<u>Last Inv Amt</u>	<u>Last Pay Amt</u>	<u>Prev Unpaid Amt</u>
\$ 35,283.75	\$ 17,368.80	1150	7/25/2013	\$ 640.00	\$ 2,719.92	\$ 109.75

**Total Amount Due Including This Invoice: \$13,815.50**

Thank you for your business!



# Hendricks Consulting LLC

2601 Airport Drive, Suite 380  
Los Angeles, CA 90505  
Tel: (310) 555-1212 Fax: (310) 555-2121  
admin@hendricks\_consulting.com  
www.hendricks\_consulting.com

## Invoice

Tracy Hunter  
County Municipal Offices  
78 Reflection Drive  
Serene, CA 98700

**Invoice Date:** Mar 21, 2013  
**Invoice Num:** 1144  
**Billing Through:** Feb 3, 2015

Municipal Offices Development (10-Municipal Offices-2) - Managed by (JA)

**Contract Type:** Fixed  
**Contract Amount:** \$ 65,000.00  
**Retainer Required:** \$ 5,000.00

**Amount:**

### Reimbursable Expenses:

<u>Date</u>	<u>Employee</u>	<u>Description</u>	<u>Amount</u>
1/12/2013	JA	PLANS/DRAWINGS/SKETCHES	\$15.00
1/13/2013	JA	MILEAGE	\$28.50
1/14/2013	JA	COURIER	\$30.00
1/15/2013	JA	MILEAGE	\$16.00
1/20/2013	JA	COURIER	\$27.50
1/21/2013	JA	MILEAGE	\$38.00

**Total Expenses:**

**Amount Due This Invoice:**

*This invoice is due upon receipt*

### Account Summary

<u>Services BTD</u>	<u>Expenses BTD</u>	<u>Last Inv Num</u>	<u>Last Inv Date</u>	<u>Last Inv Amt</u>	<u>Last Pay Amt</u>	<u>Prev Unpaid Amt</u>
\$ 145,150.00	\$ 217.43	1137	6/19/2013	\$ 19,500.00	\$ 10,322.19	\$ 64,062.43

**Total Amount Due Including This Invoice:**

Thank you for your business!



## Hendricks Consulting LLC

2601 Airport Drive, Suite 380  
Los Angeles, CA 90505  
Tel: (310) 555-1212 Fax: (310) 555-2121  
admin@hendricks\_consulting.com  
www.hendricks\_consulting.com

## Invoice

Mr. Mark Summer  
Housing and Urban Development  
652 Third Avenue  
New York, NY 10001

**Invoice Date:** Jan 2, 2012  
**Invoice Num:** 1110  
**Billing Through:** Dec 25, 2011

**PO#:**

### Project Name (ID)

<u>Project Name (ID)</u>	<u>Amount</u>
Housing and Urban Development - Monte Carlo (10-HUD Monte Carlo:) - Managed by (WB)	\$814.00
Housing and Urban Development - New York City (10-HUD NY:) - Managed by (JA)	\$1,201.54
Housing and Urban Development - Queens (10-HUD Queens:) - Managed by (JA)	\$480.00

**Amount Due This Invoice:**           \$2,495.54

*This invoice is due upon receipt*

### Account Summary

Billed To Date	Paid To Date	Balance Due
\$ 45,870.54	\$ 25,900.00	\$ 19,970.54



# Hendricks Consulting LLC

2601 Airport Drive, Suite 380  
Los Angeles, CA 90505  
Tel: (310) 555-1212 Fax: (310) 555-2121  
admin@hendricks\_consulting.com  
www.hendricks\_consulting.com

## Invoice

TO: Tracy Hunter  
County Municipal Offices  
78 Reflection Drive  
Serene, CA 98700

Invoice Date: Jul 16, 2012  
Invoice Num: 1217  
Billing Through: Jan 1, 2099

### Municipal Offices Technical Support (10 Municipal Offices - 3:) - Managed by (JA)

For professional services rendered on the above referenced project for the period ending: January 01, 2099

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
<b>Direct Labor:</b>			
Jr. Architect:	3.00	\$24.50	\$73.50
Draftsman:	2.00	\$27.50	\$55.00
Senior Engineer:	4.00	\$35.00	\$140.00
Director:	5.00	\$40.00	\$200.00
		<b>Direct Labor Subtotal:</b>	<b>\$468.50</b>
		<b>OverHead (241% Of Direct Labor Subtotal):</b>	<b>\$1,128.00</b>
		<b>Direct Labor Total:</b>	<b>\$1,596.50</b>
		<b>Fixed Fee:</b>	<b>\$500.00</b>
<b>Direct Expenses:</b>			
Airfare			\$22.00
Copy Services			\$2,150.00
		<b>Total Expenses:</b>	<b>\$2,172.00</b>
		<b>Subtotal:</b>	<b>\$4,268.50</b>
		<b>Amount Due This Invoice:</b>	<b>\$4,268.50</b>

<b>Retainage ( - ):</b>	<b>\$177.07</b>
<b>Amount Due This Invoice (After Retainage ):</b>	<b>\$4,091.43</b>

*This invoice is due upon receipt*

### Account Summary

Services BTD	Expenses BTD	Last Inv Num	Last Inv Date	Last Inv Amt	Last Pay Amt	Prev Unpaid Amt
\$ 13,831.25	\$ 8,374.85	1151	6/20/2012	\$ 400.00	\$ 8,000.00	\$ 3,884.93

**Total Amount Due Including This Invoice:** **\$7,976.37**

Thank you for your business!



**BQE Software, Inc.**

## **World Headquarters**

### **NORTH & SOUTH AMERICA**

3825 Del Amo Blvd.

Torrance, CA 90503

USA

Tel: (866) 945-1595 (toll-free) | +1 (310) 602-4010

Email: [sales@bqe.com](mailto:sales@bqe.com) | [support@bqe.com](mailto:support@bqe.com)

### **AUSTRALIA, NEW ZEALAND & ASIA**

Suite 7 255 Broadway

Glebe, New South Wales 2037

Australia

Tel: 1300 245 566 (toll-free) | +61 (02) 9249 7327

Email: [aus-sales@bqe.com](mailto:aus-sales@bqe.com)

### **EUROPE, MIDDLE EAST & AFRICA**

Crosshaven Co. Cork

Ireland

Tel: +44 2034119852

Email: [uk-sales@bqe.com](mailto:uk-sales@bqe.com)

For more information, visit: [www.bqe.com](http://www.bqe.com)