

# 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.

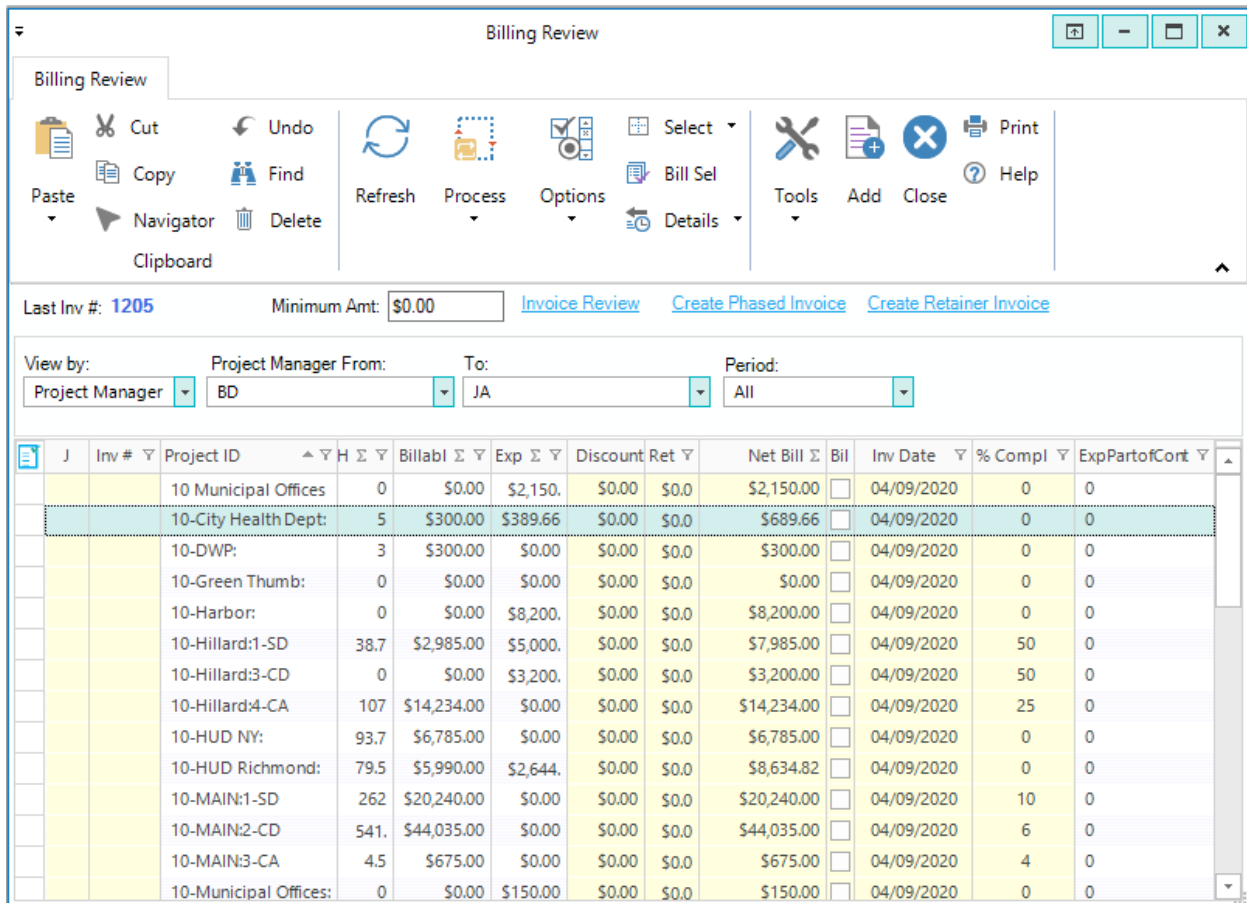
Implementation of BillQuick for billing management is the right step towards increasing business productivity and investing in technology that helps you manage your billing process. BillQuick provides you with flexibility and variety in terms of billing rules, methods, payment terms, invoice formats 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



J	Inv #	Project ID	H	Billabl	Exp	Discount	Ret	Net Bill	Bil	Inv Date	% Compl	ExpPartofCont
		10 Municipal Offices	0	\$0.00	\$2,150.00	\$0.00	\$0.00	\$2,150.00	<input type="checkbox"/>	04/09/2020	0	0
		10-City Health Dept:	5	\$300.00	\$389.66	\$0.00	\$0.00	\$689.66	<input type="checkbox"/>	04/09/2020	0	0
		10-DWP:	3	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	<input type="checkbox"/>	04/09/2020	0	0
		10-Green Thumb:	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	04/09/2020	0	0
		10-Harbor:	0	\$0.00	\$8,200.00	\$0.00	\$0.00	\$8,200.00	<input type="checkbox"/>	04/09/2020	0	0
		10-Hillard:1-SD	38.7	\$2,985.00	\$5,000.00	\$0.00	\$0.00	\$7,985.00	<input type="checkbox"/>	04/09/2020	50	0
		10-Hillard:3-CD	0	\$0.00	\$3,200.00	\$0.00	\$0.00	\$3,200.00	<input type="checkbox"/>	04/09/2020	50	0
		10-Hillard:4-CA	107	\$14,234.00	\$0.00	\$0.00	\$0.00	\$14,234.00	<input type="checkbox"/>	04/09/2020	25	0
		10-HUD NY:	93.7	\$6,785.00	\$0.00	\$0.00	\$0.00	\$6,785.00	<input type="checkbox"/>	04/09/2020	0	0
		10-HUD Richmond:	79.5	\$5,990.00	\$2,644.00	\$0.00	\$0.00	\$8,634.82	<input type="checkbox"/>	04/09/2020	0	0
		10-MAIN:1-SD	262	\$20,240.00	\$0.00	\$0.00	\$0.00	\$20,240.00	<input type="checkbox"/>	04/09/2020	10	0
		10-MAIN:2-CD	541.	\$44,035.00	\$0.00	\$0.00	\$0.00	\$44,035.00	<input type="checkbox"/>	04/09/2020	6	0
		10-MAIN:3-CA	4.5	\$675.00	\$0.00	\$0.00	\$0.00	\$675.00	<input type="checkbox"/>	04/09/2020	4	0
		10-Municipal Offices:	0	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	<input type="checkbox"/>	04/09/2020	0	0

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.

## Hendricks Consulting LLC

## Billing Review for Phased Projects

Project: Dept. of City Services(10-Dept Of City Services:) - Managed by: Jennifer Arlington  
 Client: Ms. Carolyn Summer (City Services)

Phase	Contract Amount	% Complete	Services Billed	Expenses Billed	Unbilled Services	Unbilled Expenses	Proposed Net Bill	New % Complete
Dept. of City Services(10-Dept Of City Services)	\$0.00	0.00%	\$28,567.50	\$123.75	\$990.00	\$0.00	\$990.00	

### Services

Date	Employee	Description	Hours	Cost	Bill Rate	Bill Amount	
4/8/2021	Bert Woolmer	Client Conference/Meeting	3.00	\$120.00	\$80.00	\$240.00	NP
4/14/2021	Curtis James	Client Conference/Meeting	2.50	\$75.00	\$60.00	\$150.00	NP
5/29/2021	Curtis James	Client Conference/Meeting	2.00	\$60.00	\$60.00	\$120.00	NP
6/27/2021	Curtis James	Client Conference/Meeting	1.75	\$52.50	\$60.00	\$105.00	NP
7/23/2021	Curtis James	Client Conference/Meeting	2.50	\$75.00	\$60.00	\$150.00	NP
9/6/2021	Curtis James	Client Conference/Meeting	2.00	\$60.00	\$60.00	\$120.00	NP
10/5/2021	Curtis James	Client Conference/Meeting	1.75	\$52.50	\$60.00	\$105.00	NP
			<b>15.50</b>	<b>\$495.00</b>		<b>\$990.00</b>	

### Retainer Summary

	Client	Parent Project	Project
Received	\$0.00	\$0.00	\$0.00
Applied	\$0.00	\$0.00	\$0.00
Balance	\$0.00	\$0.00	\$0.00

### Other Information

Start Date	Due Date	Contract Balance	Billed	Paid	Owed	Manager
7/26/2018		(\$28,691.25)	\$ 28,691.25	\$ 28,650.00	\$ 41.25	JA

10-Dept Of City Services Total: **\$0.00** **\$28,567.50** **\$123.75** **\$990.00** **\$0.00** **\$990.00**

### Accounts Receivable

Invoice #	Invoice Date	Invoice \$	Discount	Credit	Write-Off	Payments	Balance
1011	4/28/2019	\$2,455.00	\$0.00	\$0.00	\$0.00	\$2,455.00	\$0.00
1019	5/29/2019	\$7,802.50	\$0.00	\$0.00	\$0.00	\$7,802.50	\$0.00
1026	6/30/2019	\$3,542.50	\$0.00	\$0.00	\$0.00	\$3,542.50	\$0.00
1035	7/30/2019	\$2,725.00	\$0.00	\$0.00	\$0.00	\$2,725.00	\$0.00
1044	9/7/2019	\$3,980.00	\$0.00	\$0.00	\$0.00	\$3,980.00	\$0.00
1089	6/30/2020	\$31.25	\$0.00	\$0.00	\$0.00	\$31.25	\$0.00
1154	2/18/2021	\$1,707.50	\$0.00	\$0.00	\$0.00	\$1,707.50	\$0.00
1166	12/15/2020	\$6,337.50	\$0.00	\$0.00	\$0.00	\$6,337.50	\$0.00
1183	3/16/2021	\$68.75	\$0.00	\$0.00	\$0.00	\$68.75	\$0.00
1198	11/13/2020	\$41.25	\$0.00	\$0.00	\$0.00	\$0.00	\$41.25
		<b>\$28,691.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$28,650.00</b>	<b>\$41.25</b>

Period From	Period To
5/16/2019	10/12/2022

Billing Review with Memos

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Printed on: 4/9/2020

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>						
<u>Services:</u>						
5/16/2019	AM	Client Conference/Meeting Meeting with sub-contractors and board members regarding North Building extension.	6.00	\$201.00	\$0.00	<input type="checkbox"/> ◆
9/13/2019	AM	Client Conference/Meeting Meeting with sub-contractors and board members regarding North Building extension.	6.00	\$201.00	\$0.00	<input type="checkbox"/> ◆
3/31/2020	AM	Client Conference/Meeting Meeting with sub-contractors and board members regarding North Building extension.	6.00	\$201.00	\$0.00	<input type="checkbox"/> ◆
9/4/2020	AM	Design Calculations	13.00	\$435.50	\$0.00	<input type="checkbox"/>
9/9/2020	BD	Cad Plotting	7.00	\$192.50	\$0.00	<input type="checkbox"/>
9/10/2020	CJ	Preliminary Cost Estimate	4.50	\$157.50	\$0.00	<input type="checkbox"/>
9/10/2020	BD	Cad Plotting	8.00	\$220.00	\$0.00	<input type="checkbox"/>
9/11/2020	BD	Cad Plotting	7.50	\$206.25	\$0.00	<input type="checkbox"/>
9/12/2020	AM	Client Conference/Meeting Meeting with sub-contractors and board members regarding North Building extension.	6.00	\$201.00	\$0.00	<input type="checkbox"/> ◆
9/13/2020	RC	Site Inspection	2.75	\$92.13	\$0.00	<input type="checkbox"/>
9/17/2020	WB	Plan Review	5.00	\$348.75	\$0.00	<input type="checkbox"/>
9/18/2020	WB	Plan Review	7.50	\$523.13	\$0.00	<input type="checkbox"/>
4/17/2021	CJ	Client Conference/Meeting	1.00	\$30.00	\$0.00	<input type="checkbox"/>
5/24/2021	JD Consulting	BUILDING DEPARTMENT LIAISON	8.00	\$440.00	\$0.00	<input type="checkbox"/>
5/24/2021	Geo Engineering	COMPUTER AIDED DRAFTING	14.00	\$560.00	\$0.00	<input type="checkbox"/>
6/24/2021	CJ	Client Conference/Meeting Meeting with sub-contractors and board members regarding North Building extension.	1.25	\$43.75	\$0.00	<input type="checkbox"/>
7/2/2021	RC	CAD PLOTTING Drawings sent through USPS same day service for final plotting to meet building department deadline	1.25	\$41.88	\$0.00	<input type="checkbox"/>
7/4/2021	CJ	Client Conference/Meeting Meeting with sub-contractors and board members regarding North Building extension.	1.25	\$43.75	\$0.00	<input type="checkbox"/>
7/12/2021	RC	CAD PLOTTING Drawings sent through USPS same day service for final plotting to meet building department deadline	1.25	\$41.88	\$0.00	<input type="checkbox"/>
7/26/2021	CJ	Client Conference/Meeting	1.00	\$30.00	\$0.00	<input type="checkbox"/>
8/6/2021	CJ	Client Conference/Meeting	1.00	\$30.00	\$0.00	<input type="checkbox"/>
9/2/2021	AM	CAD PLOTTING	1.00	\$33.50	\$0.00	<input type="checkbox"/>
10/2/2021	CJ	Client Conference/Meeting Meeting with sub-contractors and board members regarding North Building extension.	1.25	\$43.75	\$0.00	<input type="checkbox"/>
10/12/2021	CJ	Client Conference/Meeting Meeting with sub-contractors and board members regarding North Building extension.	1.25	\$43.75	\$0.00	<input type="checkbox"/>

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\*  = Not Posted, ◆ = Non-Billable, \* = Xtra



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## Contract Services - Percentage Billed

Printed on: 4/10/2020

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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	\$35,718.75	\$37,396.25	48.85
10 Municipal Offices- 3 - Municipal Offices Technical Support	Hourly		\$11,734.75		
10-CBS New Systems - 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 Services	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 Carlo	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>\$648,167.74</b>	<b>\$597,547.26</b>	
<b>Over Billed Adjustment Total:</b>				<b>(\$165,412.25)</b>	
<b>True Unbilled Total:</b>				<b>\$762,959.51</b>	
<b>Grand Total (no contract):</b>			<b>\$396,546.63</b>		



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### Invoice

**TO:** Mr. Bob Hillard  
Hillard New Residence  
1210 Via Vilmonte  
Palos Verdes, CA 97141-

**Invoice Num:** 1122  
**Invoice Date:** Aug 4, 2020  
**Billing Through:** Jul 30, 2020

**Tax ID:**

**Hilliard Residence-CD (10-Hilliard:3-CD) - Managed by (CJ)**

For professional services rendered on the above referenced project for the period ending: July 30, 2020

Direct Labor:

<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
General Manager	38.025099	\$69.75	\$2,652.28
Sr. Architect	16.00	\$55.00	\$880.00
Jr. Consultant	30.264641	\$35.00	\$1,059.28
Senior Engineer	51.033465	\$35.00	\$1,786.16
Draftsman	47.520916	\$27.50	\$1,306.80
Jr. Architect	22.016733	\$27.50	\$605.48
Jr. Architect	77.058565	\$24.50	\$1,887.96
Administrative Assistant	11.008366	\$21.50	\$236.68
No Classification			

OverHead (-3.98% Of Direct Labor Subtotal): **-\$414.64**

**Direct Labor Total:** **\$10,000.00**

**Amount Due This Invoice:** **\$10,000.00**

*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>
\$ 10,000.00	\$ 0.00	1121	9/30/2020	\$ 0.00	\$ 0.00	\$ 0.00

**Total Amount Due Including This Invoice:** **\$10,000.00**

Thank you for your business!

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

Printed on: 4/10/2020

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Project Name (ID): PV Country Club (09-PV Country Club:)

Project StartDate: 6/28/2018

Client ID: City Services

Employee Name	Description	Date	B-Hrs	BillRate	Amount	Inv. Amount	Inv Number
<b>Tech Sup: - Technical Support</b>							
Allen Marcello	--	1/29/2020	0.75	\$80.00	\$60.00	\$60.00	1139
Allen Marcello	--	11/4/2019	0.75	\$80.00	\$60.00	\$60.00	1139
Allen Marcello	--	2/23/2020	0.75	\$80.00	\$60.00	\$60.00	1139
Richard Curtis	--	12/14/2019	1.00	\$80.00	\$80.00	\$80.00	1139
Richard Curtis	--	11/14/2019	3.00	\$80.00	\$240.00	\$240.00	1139
Richard Curtis	--	9/28/2019	6.00	\$80.00	\$480.00	\$480.00	1139
Richard Curtis	--	9/28/2019	0.75	\$80.00	\$60.00	\$60.00	1139
<b>Total for Tech Sup:</b>			<b>47.50</b>		<b>\$3,800.00</b>	<b>\$3,869.12</b>	
<b>Web Serv: - Web Services</b>							
Allen Marcello	--	5/11/2019	0.50	\$80.00	\$40.00	\$40.00	1017
Allen Marcello	--	5/10/2020	0.50	\$80.00	\$40.00	\$40.00	1139
Allen Marcello	--	10/23/2019	0.50	\$80.00	\$40.00	\$40.00	1139
Allen Marcello	--	11/17/2019	0.50	\$80.00	\$40.00	\$40.00	1139
<b>Total for Web Serv:</b>			<b>2.00</b>		<b>\$160.00</b>	<b>\$160.00</b>	
<b>Total for 09-PV Country Club:</b>			<b>407.25</b>		<b>\$34,333.75</b>	<b>\$33,218.69</b>	

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

## Invoice

Invoice Date: Apr 2, 2020

Invoice Num: 1205

Billing Through: May 2, 2020

Tax ID:

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

Contract Type: Fixed  
Contract Amount: \$ 73,115.00  
Retainer Required: \$ 250.00

			Amount:	\$100.00
<u>Reimbursable Expenses:</u>				
<u>Date</u>	<u>Employee</u>	<u>Description</u>	<u>Amount</u>	
7/26/2020	CJ	MILEAGE Site inspection mileage expense. 10% markup applied.	\$13.75	
9/9/2020	CJ	MILEAGE Site inspection mileage expense. 10% markup applied.	\$13.75	
7/31/2020	AM	MILEAGE Site inspection mileage expense. 10% markup applied.	\$13.75	
10/14/2020	AM	MILEAGE Site inspection mileage expense. 10% markup applied.	\$13.75	
8/30/2020	AM	MILEAGE Site inspection mileage expense. 10% markup applied.	\$13.75	
11/22/2020	BD	MILEAGE Site inspection mileage expense. 10% markup applied.	\$13.75	
9/8/2020	BD	MILEAGE Site inspection mileage expense. 10% markup applied.	\$13.75	
10/8/2020	BD	MILEAGE Site inspection mileage expense. 10% markup applied.	\$13.75	
1/21/2021	BW	MILEAGE Site inspection mileage expense. 10% markup applied.	\$13.75	
11/7/2020	BW	MILEAGE Site inspection mileage expense. 10% markup applied.	\$13.75	
8/1/2020	BW	COPY SERVICES	\$9.90	
12/7/2020	BW	MILEAGE Site inspection mileage expense. 10% markup applied.	\$13.75	
<b>Total Expenses:</b>			<b>\$161.15</b>	
<b>Amount Due This Invoice:</b>			<b>\$100.00</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
\$ 33,218.75	\$ 6,097.65	1150	2/18/2021	\$ 640.00	\$ 2,719.92	\$ 15.08

**Total Amount Due Including This Invoice:** **\$115.08**



## Hendricks Consulting LLC

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

## Invoice

Invoice Date: Sep 30, 2020  
Invoice Num: 1140  
Billing Through: Aug 30, 2022

Tax ID:

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

### Professional Services

Date	Employee	Description	Hours	Rate	Amount
10/19/2020	WB	Telephone Call/Conference	1.00	\$50.00	\$50.00
10/20/2020	SE	Technical Support	2.00	\$40.00	\$80.00
10/20/2020	SE	Telephone Call/Conference	0.50	\$40.00	\$20.00
10/22/2020	WB	Telephone Call/Conference	1.50	\$50.00	\$75.00
10/26/2020	SE	Technical Support	3.00	\$40.00	\$120.00
10/27/2020	SE	Technical Support	3.00	\$40.00	\$120.00
10/27/2020	WB	Client Conference/Meeting	1.00	\$50.00	\$50.00
10/31/2020	SE	Technical Support	3.00	\$40.00	\$120.00
11/1/2020	SE	Technical Support	3.00	\$40.00	\$120.00
11/4/2020	SE	Telephone Call/Conference	0.50	\$40.00	\$20.00
11/10/2020	SE	Technical Support	3.00	\$40.00	\$120.00
11/11/2020	SE	Technical Support	3.00	\$40.00	\$120.00
11/15/2020	SE	Technical Support	3.00	\$40.00	\$120.00
11/16/2020	SE	Technical Support	3.00	\$40.00	\$120.00

Direct Labor Subtotal: **\$3,982.00**

Overhead (139.03% of Direct Labor Subtotal): **\$5,536.25**

Direct Labor Total: **\$9,518.25**

### Reimbursable Expenses:

Date	Employee	Description	Amount
11/9/2019	Geo Engineering	SPECIAL DELIVERY/COURIER	\$25.85

Total Expenses: **\$25.85**

Amount Due This Invoice: **\$9,544.10**

*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
\$ 11,259.50	\$ 2,852.85	1116	10/28/2020	\$ 1,170.00	\$ 17.50	\$ 4,498.25

Total Amount Due Including This Invoice: **\$14,042.35**

Thank you for your business!



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

## Invoice

**Invoice Date:** Sep 30, 2020  
**Invoice Num:** 1140  
**Billing Through:** Aug 30, 2022

**Tax ID:**

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

**Contract Type:** Fixed  
**Contract Amount:** \$ 0.00  
**Retainer Required:** \$ 500.00

**Amount:**                      **\$9,518.25**

Reimbursable Expenses:

<u>Date</u>	<u>Employee</u>	<u>Description</u>	<u>Amount</u>
11/9/2019	Geo Engineering	SPECIAL DELIVERY/COURIER	\$25.85

**Total Expenses:**                      **\$25.85**

**Amount Due This Invoice:**                      **\$9,544.10**

*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>
\$ 11,259.50	\$ 2,852.85	1116	10/28/2020	\$ 1,170.00	\$ 17.50	\$ 4,498.25

**Total Amount Due Including This Invoice:**                      **\$14,042.35**

Thank you for your business!



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

## Invoice

**Invoice Date:** Apr 14, 2020  
**Invoice Num:** 1205  
**Billing Through:** May 14, 2020

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

Services:

Description	Cost	Tax %	Amount
Blue Printing	\$240.00	10.00	\$264.00
Building Department Liason	\$1,050.00	10.00	\$1,155.00

Reimbursable Expenses:

Airfare	\$200.00	5.00	\$210.00
Miscellaneous	\$100.00	5.00	\$105.00
<b>Subtotal:</b>	<b>\$1,590.00</b>		<b>\$1,734.00</b>

**Amount Due This Invoice:** **\$1,734.00**

*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
\$ 13,153.75	\$ 3,167.85	1151	2/18/2021	\$ 400.00	\$ 8,000.00	\$ 978.55

**Total Amount Due Including This Invoice:** **\$2,712.55**

Thank you for your business!



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

## Invoice

Invoice Date: Jun 6, 2020

Invoice Num: 1118

Billing Through: Jul 25, 2020

Tax ID:

### Housing & Urban Development (10-Main:) - Managed by (JA)

Phase ID	Phase Description	% of Total Fee	Contract Amount	% Complete	Contract Billed To Date	Current Services	Current Expenses
1-SD	Schematic Design	20.00	\$25,000.00	10%	\$2,500.00	\$2,500.00	\$0.00
2-CD	Construction Documents	70.00	\$87,500.00	6%	\$5,250.00	\$5,250.00	\$0.00
3-CA	Construction Administration	10.00	\$12,500.00	4%	\$500.00	\$500.00	\$0.00
<b>TOTALS:</b>		<b>100.00</b>	<b>\$125,000.00</b>		<b>\$8,250.00</b>	<b>\$8,250.00</b>	<b>\$0.00</b>

Amount Due This Invoice: **\$8,250.00**

*This Invoice is due upon receipt*

### Account Summary

Billed To Date	Paid To Date	Balance Due
\$ 8,250.00	\$ 0.00	\$ 8,250.00





## World Headquarters

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