

EngineerOffice Invoice Book 2017

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INTRODUCTION

Welcome to EngineerOffice® Invoice Book!

An invoice is not only an important financial document, but it is also a marketing piece of communication that nurtures client relationships. Hence, it must communicate positive images to both new and long-term clients: Quality, Capability, Professionalism, and Confidence. EngineerOffice comes with two standard invoice templates (Type A and Type B) designed with Crystal Reports. However, it provides various display options for an invoice that result in different layouts of these two invoice templates to suit your preference.

EngineerOffice allows you to change the invoice layout at the project and global level. You can customize the invoice layout and set invoice display attributes per project or for all the projects. Invoices are typically created based on different billing methods. The desired invoice options can be selected and the invoice be viewed as a draft and then finalized. Invoices can be generated in different output formats.

You can set or change the following options for your invoices, according to your preference and requirements:

Preferences > Billing Level

- Invoice Number
- Invoice Template: Type A or Type B
- Invoice Output: Viewer, PDF or RTF document

Projects > Billing Level

- Invoice Method: Hourly, Stipulated Sum, Percentage of Construction, etc.
- Invoice Extras: Sum Totals or Matrix, Statement, and other items such as markups, interest, taxes (when applicable), retainer, fee, etc.
- Invoice Format: Summarize or Itemize by Code, Phase, Employee, Role, etc.; show Rate, Quantity and Hours, etc.; and Balance Due for project or invoice.
- Invoice Output: Custom Title and Message, Template A or B, Output as Viewer, PDF or RTF document

If neither of the default invoice templates meets your needs, you can have custom invoice template created by us. Please contact our Custom Reports Team at customreports@bqe.com for details.



Please send any comments or suggestions to EO-Ideas@bqe.com. For other information, contact us at 310-602-4010 or sales@bqe.com.

Templates

Type A Invoice

This is a typical Type A invoice layout displaying basic and additional services summarized by employee along with itemized expenses. You can choose to display the applicable taxes as well as retainer balance, if any.

Fountainhead A+E

MONTHLY INVOICE

BILL TO

Hank and Lilly Rearden
330 Washington Avenue
Pittsburgh, PA 15223

Date Oct 01, 2013

Invoice # <1300>

Project Name Rearden - Aspen Residence

Project No 2012-0002

Please Remit by Oct 31, 2013

Balance Due: \$362,998.95

Project Description: Rearden - Aspen Residence

Basic Services

Employee	Hrs	Rate	Extension
Dominique Francon	330.25	\$153.46	\$50,681.25
Ellsworth Toohey	376.00	\$164.60	\$61,890.00
Gail Wynand	294.50	\$174.22	\$51,307.50
Howard Roark	391.50	\$236.67	\$92,655.00
Peter Keating	282.00	\$182.69	\$51,517.50
Basic Services Sub Total:			1,674.25 \$308,051.25

Additional Services

Employee	Hrs	Rate	Extension
Dominique Francon	35.00	\$120.00	\$4,200.00
Howard Roark	50.00	\$102.30	\$5,115.00
Additional Services Sub Total:			85.00 \$9,315.00

Expenses

Date	Name	Phase	Expense Type	Description	Qty	Rate	Amount
04/03/2013	HR	02 Schematic Design	Blueprinting		1.00	\$54.00	\$54.00
04/04/2013	HR	02 Schematic Design	Blueprinting		1.00	\$30.00	\$30.00
07/12/2013	HR	02 Schematic Design	Car Mileage	site meeting	25.00	\$0.61	\$15.30
08/15/2013	HR	02 Schematic Design	Blueprinting		1.00	\$4,800.00	\$4,800.00
10/01/2013	HR	02 Schematic Design	Car Mileage		25.00	\$0.61	\$15.30
06/11/2013	HR	03 Design Development	Blueprinting		1.00	\$28.80	\$28.80
Expenses Total:							\$4,943.40

Sub Total:	\$322,309.65
PST:	\$25,039.57
GST:	\$15,649.73

Invoice Total:	\$362,998.95
Retainer Balance	\$1,000.00

Please make payments to Fountainhead A+E, Inc. Late payments are subject to penalty fees.

Type B Invoice

This is a typical Type B invoice layout displaying basic and additional services summarized by employee along with itemized expenses. You can choose to display the applicable taxes as well as retainer balance, if any.

Fountainhead A+E

MONTHLY INVOICE

BILL TO

**Hank and Lilly Rearden
330 Washington Avenue
Pittsburgh, PA 15223**

Project Description: Rearden - Aspen Residence

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
<1301>	Oct 01, 2013	Oct 31, 2013	2012-0002	\$362,998.95

Basic Services

<u>Employee</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>
Dominique Francon	330.25	\$153.46	\$50,681.25
Ellsworth Toohey	376.00	\$164.60	\$61,890.00
Gail Wynand	294.50	\$174.22	\$51,307.50
Howard Roark	391.50	\$236.67	\$92,655.00
Peter Keating	282.00	\$182.69	\$51,517.50
Basic Services Sub Total:			1,674.25 \$308,051.25

Additional Services

<u>Employee</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>
Dominique Francon	35.00	\$120.00	\$4,200.00
Howard Roark	50.00	\$102.30	\$5,115.00
Additional Services Sub Total:			85.00 \$9,315.00

Expenses

<u>Date</u>	<u>Name</u>	<u>Phase</u>	<u>Expense Type</u>	<u>Description</u>	<u>Qty</u>	<u>Rate</u>	<u>Amount</u>
04/03/2013	HR	02 Schematic Design	Blueprinting		1.00	\$54.00	\$54.00
04/04/2013	HR	02 Schematic Design	Blueprinting		1.00	\$30.00	\$30.00
07/12/2013	HR	02 Schematic Design	Car Mileage	site meeting	25.00	\$0.61	\$15.30
08/15/2013	HR	02 Schematic Design	Blueprinting		1.00	\$4,800.00	\$4,800.00
10/01/2013	HR	02 Schematic Design	Car Mileage		25.00	\$0.61	\$15.30
06/11/2013	HR	03 Design Development	Blueprinting		1.00	\$28.80	\$28.80
Expenses Total:							\$4,943.40

Sub Total:	\$322,309.65
PST:	\$25,039.57
GST:	\$15,649.73

Invoice Total:	\$362,998.95
Retainer Balance	\$1,000.00

Please make payments to Fountainhead A+E, Inc. Late payments are subject to penalty fees.

Fountainhead A+E

MONTHLY INVOICE

BILL TO

Hank and Lilly Rearden
330 Washington Avenue
Pittsburgh, PA 15223

Project Description: Rearden - Aspen Residence

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
<1304>	Oct 01, 2013	Oct 31, 2013	2012-0002	\$451,798.95

Basic Services

<u>Employee</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>
Dominique Francon	330.25	\$153.46	\$50,681.25
Ellsworth Toohey	376.00	\$164.60	\$61,890.00
Gail Wynand	294.50	\$174.22	\$51,307.50
Howard Roark	391.50	\$236.67	\$92,655.00
Peter Keating	282.00	\$182.69	\$51,517.50
Basic Services Sub Total:			1,674.25 \$308,051.25

Additional Services

<u>Employee</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>
Dominique Francon	35.00	\$120.00	\$4,200.00
Gail Wynand	30.00	\$185.00	\$5,550.00
Howard Roark	50.00	\$102.30	\$5,115.00
Peter Keating	450.00	\$185.00	\$83,250.00
Additional Services Sub Total:			565.00 \$98,115.00

Expenses

<u>Date</u>	<u>Name</u>	<u>Phase</u>	<u>Expense Type</u>	<u>Description</u>	<u>Qty</u>	<u>Rate</u>	<u>Amount</u>
04/03/2013	HR	02 Schematic Design	Blueprinting		1.00	\$54.00	\$54.00
04/04/2013	HR	02 Schematic Design	Blueprinting		1.00	\$30.00	\$30.00
07/12/2013	HR	02 Schematic Design	Car Mileage	site meeting	25.00	\$0.61	\$15.30
					1.00	\$4,800.00	\$4,800.00
					25.00	\$0.61	\$15.30
					1.00	\$28.80	\$28.80

Hourly Rate Invoice

This is a Type B invoice based on the Hourly Rate billing method. It displays the basic and additional services summarized by employee along with itemized expenses. You can choose to show the applicable taxes, retainers and invoice total.

Expenses Total: \$4,943.40

Sub Total: \$411,109.65

PST: \$25,039.57

GST: \$15,649.73

Invoice Total: \$451,798.95

Please make payments to Fountainhead A+E, Inc. Late payments are subject to penalty fees.

Stipulated Sum Invoice

This is a Type B invoice based on the Stipulated Sum billing method. It displays the budgeted fee along with the current invoice amount and percentage of completion per phase. The calculations involved are:

$$\text{Actual \% Phase Completed} = \frac{\text{Charge Amount (time entry) of Phase}}{\text{Budgeted Fee of Phase}} \times 100$$

$$\% \text{ Complete of Current Invoice} = \frac{\text{Current Invoice Amount}}{\text{Amount Remaining}} \times \% \text{ Phase Completed}$$

Fountainhead A+E

MONTHLY INVOICE

BILL TO

Hank and Lilly Rearden
330 Washington Avenue
Pittsburgh, PA 15223

Project Description: Rearden - Aspen Residence

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
<1307>	Oct 01, 2013	Oct 31, 2013	2012-0002	\$20,600.00

	Fee Summary		Previously Invoiced		Current Invoice		Remaining
	%	Stipulated	% phase completed	Amount billed	% Complete	Value of completed	Amount Remaining
01 Pre-Design	2.30%	\$10,000.00	20.00%	\$2,000.00	50.00%	\$3,000.00	\$5,000.00
02 Schematic Design	17.24%	\$75,000.00	66.67%	\$50,000.00	73.33%	\$5,000.00	\$20,000.00
03 Design Development	21.55%	\$93,750.00	93.87%	\$88,000.00	96.00%	\$2,000.00	\$3,750.00
04 Construction Documents	34.48%	\$150,000.00	66.67%	\$100,000.00	69.33%	\$4,000.00	\$46,000.00
05 Construction Procurement	4.31%	\$18,750.00	4.00%	\$750.00	9.33%	\$1,000.00	\$17,000.00
06 Contract Administration	11.49%	\$50,000.00	16.00%	\$8,000.00	22.00%	\$3,000.00	\$39,000.00
07 Consultants	8.62%	\$37,500.00	72.00%	\$27,000.00	78.93%	\$2,600.00	\$7,900.00
MEP Engineering	2.59%	\$11,250.00	88.89%	\$10,000.00	89.78%	\$100.00	\$1,150.00
Structural Engineering	4.31%	\$18,750.00	64.00%	\$12,000.00	69.33%	\$1,000.00	\$5,750.00
Civil Engineering	1.72%	\$7,500.00	66.67%	\$5,000.00	86.67%	\$1,500.00	\$1,000.00
	100.00%	\$435,000.00	63.39%	\$275,750.00	4.74%	\$20,600.00	\$138,650.00

Invoice Total: \$20,600.00

Please make payments to Fountainhead A+E, Inc. Late payments are subject to penalty fees.

Multiple of DSE/DPE Invoice

This is a Type B invoice based on the Multiple of DSE/DPE billing method. It displays the basic and additional services summarized by employee along with itemized expenses. You can choose to show the applicable taxes, retainers and invoice total.

Fountainhead A+E

MONTHLY INVOICE

BILL TO

**Hank and Lilly Rearden
330 Washington Avenue
Pittsburgh, PA 15223**

Project Description: Rearden - Aspen Residence

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
<1253>	Sep 30, 2013	Oct 30, 2013	2012-0002	\$725,570.59

Basic Services

<u>Employee</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>
Dominique Francon	330.25	\$216.50	\$71,499.13
Ellsworth Toohey	376.00	\$240.00	\$90,240.00
Gail Wynand	294.50	\$360.00	\$106,020.00
Howard Roark	391.50	\$600.00	\$234,900.00
Peter Keating	279.00	\$480.00	\$133,920.00
Basic Services Sub Total:			1,671.25
			\$636,579.13

Additional Services

<u>Employee</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>
Dominique Francon	5.00	\$216.50	\$1,082.50
Howard Roark	10.00	\$600.00	\$6,000.00
Additional Services Sub Total:			15.00
			\$7,082.50

Expenses

<u>Date</u>	<u>Name</u>	<u>Phase</u>	<u>Expense Type</u>	<u>Description</u>	<u>Qty</u>	<u>Rate</u>	<u>Amount</u>
04/03/2013	HR	02 Schematic Design	Blueprinting		1.00	\$54.00	\$54.00
04/04/2013	HR	02 Schematic Design	Blueprinting		1.00	\$30.00	\$30.00
07/12/2013	HR	02 Schematic Design	Car Mileage	site meeting	25.00	\$0.61	\$15.30
08/15/2013	HR	02 Schematic Design	Blueprinting		1.00	\$4,800.00	\$4,800.00
06/11/2013	HR	03 Design Development	Blueprinting		1.00	\$28.80	\$28.80
Expenses Total:							\$4,928.10

Sub Total:	\$648,589.73
PST:	\$44,905.51
GST:	\$32,075.36

Invoice Total:	\$725,570.59
Retainer Balance	\$1,000.00

Please make payments to Fountainhead A+E, Inc. Late payments are subject to penalty fees.

Calculations for DSE/DPE

Case 1: If no Cap amount is given, then EngineerOffice fetches the DSE/DPE Salary rate from Preferences > Users > Time/Expense and multiplies it by the Rate (multiplier) defined on Projects > Billing > Options screen.

$$\text{DSE/DPE Salary} \times \text{Rate} \times \text{Hours} = \text{Invoice Amount}$$

Case 2: If the Cap amount is given, then EngineerOffice fetches the DSE/DPE salary rate from Preferences > Users > Time/Expense and multiplies it by the Rate (multiplier) defined on Projects > Billing > Options screen. If the Cap Amount defined on the Options tab is higher than the calculated invoice amount, billing will proceed as normal.

$$\text{DSE/DPE Salary} \times \text{Rate} \times \text{Hours} = \text{Invoice Amount}$$

Case 3: If the Cap amount is given, then EngineerOffice fetches the DSE/DPE salary rate from Preferences > Users > Time/Expense and multiplies it by the Rate (multiplier) defined on Projects > Billing > Options screen. If the Cap Amount defined on the Options tab is lower than the calculated invoice amount, the lower amount will be billed.

$$\text{Cap Amount} / \text{Hours} = \text{Rate}$$

Note: If the Rate is zero on the Options tab, then EngineerOffice gives priority to the time entry rate.

Percent of Construction Invoice

This is a Type B invoice based on the Percent of Construction billing method, where the total fee amount is calculated as a percentage of the construction cost. It displays the budgeted fee along with the current invoice amount, percentage of completion per phase and hourly basic services. The calculations involved are:

$$\text{Total Fee Amount} = \text{Construction Cost} \times \text{Fee Percentage}/100$$

$$\frac{\text{Amount Remaining}}{\% \text{ Phase Completed}} \times \% \text{ Complete of Current Invoice} = \text{Current Invoice Amount}$$

BILL TO

Hank and Lilly Rearden
330 Washington Avenue
Pittsburgh, PA 15223

Project Description: Rearden - Aspen Residence

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
<1121>	Sep 04, 2013	Oct 04, 2013	2012-0002	\$163,629.00

	Fee Summary		Previously Invoiced		Current Invoice		Remaining
	%	Stipulated	% phase completed	Amount billed	% Complete	Value of completed	Amount Remaining
02 Schematic Design	20.00%	\$180,000.00	41.67%	\$75,000.00	80.00%	\$69,000.00	\$36,000.00
03 Design Development	25.00%	\$225,000.00	41.67%	\$93,750.00	75.00%	\$75,000.00	\$56,250.00
04 Construction Documents	40.00%	\$360,000.00	41.67%	\$150,000.00	0.00%	\$0.00	\$210,000.00
05 Construction Procurement	5.00%	\$45,000.00	41.67%	\$18,750.00	0.00%	\$0.00	\$26,250.00
07 Consultants	10.00%	\$90,000.00	31.25%	\$28,125.00	0.00%	\$0.00	\$61,875.00
MEP Engineering	3.00%	\$27,000.00	31.25%	\$8,437.50	0.00%	\$0.00	\$18,562.50
Structural Engineering	5.00%	\$45,000.00	31.25%	\$14,062.50	0.00%	\$0.00	\$30,937.50
Civil Engineering	2.00%	\$18,000.00	31.25%	\$5,625.00	0.00%	\$0.00	\$12,375.00
	100.00%	\$900,000.00	40.63%	\$365,625.00	16.00%	\$144,000.00	\$390,375.00

Basic Services

Employee	Hrs	Rate	Extension
06 Contract Administration			
Howard Roark	14.50	\$250.00	\$3,625.00
06 Contract Administration Total:	14.50		\$3,625.00
Basic Services Sub Total:	14.50		\$3,625.00

Construction Cost	\$6,000,000.00
Fee Percentage	15.00%
Total Fee Amount	\$900,000.00

Invoice Total:	\$147,625.00
Previous Balance:	\$16,004.00
Retainer Balance	\$10,000.00
Account Balance:	\$163,629.00

Please make payments to Fountainhead A+E, Inc. Late payments are subject to penalty fees.

Unit Cost Invoice

This is a Type B invoice based on the Unit Cost billing method. It displays the budgeted fee along with the current invoice amount and percentage of completion per phase. The calculations involved are:

$$\frac{\text{Amount Remaining}}{\% \text{ Phase Completed}} \times \% \text{ Complete of Current Invoice} = \text{Current Invoice Amount}$$

Fountainhead A+E

MONTHLY INVOICE

BILL TO

**Hank and Lilly Rearden
330 Washington Avenue
Pittsburgh, PA 15223**

Project Description: Rearden - Aspen Residence

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
<1259>	Sep 30, 2013	Oct 30, 2013	2012-0002	\$308,840.00

	Fee Summary		Previously Invoiced		Current Invoice		Remaining
	%	Stipulated	% phase completed	Amount billed	% Complete	Value of completed	Amount Remaining
01 Pre-Design	2.30%	\$10,000.00	30.00%	\$3,000.00	50.00%	\$2,000.00	\$5,000.00
02 Schematic Design	17.24%	\$75,000.00	9.33%	\$7,000.00	76.00%	\$50,000.00	\$18,000.00
03 Design Development	21.55%	\$93,750.00	5.33%	\$5,000.00	99.20%	\$88,000.00	\$750.00
04 Construction Documents	34.48%	\$150,000.00	2.67%	\$4,000.00	69.33%	\$100,000.00	\$46,000.00
05 Construction Procurement	4.31%	\$18,750.00	42.67%	\$8,000.00	46.67%	\$750.00	\$10,000.00
06 Contract Administration	11.49%	\$50,000.00	0.40%	\$200.00	16.40%	\$8,000.00	\$41,800.00
07 Consultants	8.62%	\$37,500.00	14.67%	\$5,500.00	86.67%	\$27,000.00	\$5,000.00
MEP Engineering	2.59%	\$11,250.00	4.44%	\$500.00	93.33%	\$10,000.00	\$750.00
Structural Engineering	4.31%	\$18,750.00	16.00%	\$3,000.00	80.00%	\$12,000.00	\$3,750.00
Civil Engineering	1.72%	\$7,500.00	26.67%	\$2,000.00	93.33%	\$5,000.00	\$500.00
	100.00%	\$435,000.00	7.52%	\$32,700.00	63.39%	\$275,750.00	\$126,550.00

Sub Total:	\$275,750.00
PST:	\$19,302.50
GST:	\$13,787.50

Invoice Total:	\$308,840.00
Retainer Balance	\$1,000.00

Please make payments to Fountainhead A+E, Inc. Late payments are subject to penalty fees.

Fountainhead A+E

MONTHLY INVOICE

BILL TO

Hank and Lilly Rearden
330 Washington Avenue
Pittsburgh, PA 15223

Project Description: Rearden - Aspen Residence

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
<1437>	Oct 02, 2013	Oct 23, 2013	2012-0002	\$116,222.42

Basic Services

<u>Employee</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>
02 Schematic Design			
Howard Roark	50.00	\$250.00	\$12,500.00
02 Schematic Design Total:			50.00
			\$12,500.00
03 Design Development			
Dominique Francon	38.00	\$165.00	\$6,270.00
Ellsworth Toohey	38.00	\$170.00	\$6,460.00
Gail Wynand	38.00	\$185.00	\$7,030.00
Howard Roark	36.50	\$250.00	\$9,125.00
Peter Keating	70.50	\$185.00	\$13,042.50
03 Design Development Total:			221.00
			\$41,927.50
04 Construction Documents			
Dominique Francon	113.50	\$165.00	\$18,727.50
Ellsworth Toohey	84.50	\$170.00	\$14,365.00
Gail Wynand	36.50	\$185.00	\$6,752.50
Howard Roark	38.00	\$250.00	\$9,500.00
Peter Keating	11.00	\$185.00	\$2,035.00
04 Construction Documents Total:			283.50
			\$51,380.00
Basic Services Sub Total:			554.50
			\$105,807.50

Additional Services

<u>Employee</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>
05 Construction Procurement			
Howard Roark	47.00	\$219.57	\$10,320.00
05 Construction Procurement Total:			47.00
			\$10,320.00
Additional Services Sub Total:			47.00
			\$10,320.00

Expenses

<u>Date</u>	<u>Name</u>	<u>Code</u>	<u>Expense Type</u>	<u>Description</u>	<u>Qty</u>	<u>Rate</u>	<u>Amount</u>
02 Schematic Design							
04/03/2013	HR	Basic Services	Blueprinting		1.00	\$54.00	\$54.00
04/04/2013	HR	Basic Services	Blueprinting		1.00	\$30.00	\$30.00
02 Schematic Design Total:							\$84.00
Expenses Total:							\$84.00

Invoice Summarized by Phase

This is a Type B invoice displaying basic and additional services summarized by employee and phase. It also displays the itemized expenses grouped by phase, applicable taxes, and invoice total.

Sub Total:	\$116,211.50
PST:	\$6.72
GST:	\$4.20
Invoice Total:	\$116,222.42

Fountainhead A+E

MONTHLY INVOICE

BILL TO

Hank and Lilly Rearden
330 Washington Avenue
Pittsburgh, PA 15223

Project Description: Rearden - Aspen Residence

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
<1445>	Oct 02, 2013	Oct 23, 2013	2012-0002	\$20,579.92

Basic Services

Date	Employee	Phase	Description	Hrs	Rate	Extension
Basic Services						
4/1/2013	GW	03 Design Development	Scope Specifications Update	8.00	\$185.00	\$1,480.00
4/1/2013	PK	03 Design Development	Floor Plans	2.00	\$185.00	\$370.00
4/1/2013	PK	03 Design Development	Color & Material Boards	6.00	\$185.00	\$1,110.00
4/3/2013	HR	02 Schematic Design	Lighting Concept	3.00	\$250.00	\$750.00
				1.00	\$250.00	\$250.00
				8.00	\$165.00	\$1,320.00
				8.00	\$170.00	\$1,360.00
				1.00	\$185.00	\$185.00
				8.00	\$170.00	\$1,360.00
				8.00	\$165.00	\$1,320.00
4/19/2013	DF	Documents 04 Construction Documents	Fee Budget	4.00	\$165.00	\$660.00
				Basic Services Total:	57.00	\$10,165.00
				Basic Services Sub Total:	57.00	\$10,165.00

Invoice Summarized by Code

This is a Type B invoice displaying time and expenses for basic and additional services, grouped by job code. It also displays the itemized expenses grouped by code, applicable taxes, and invoice total.

Additional Services

Date	Name	Phase	Description	Hrs	Rate	Extension
Record Drawings						
4/11/2013	HR	05 Construction Procurement		22.00	\$185.00	\$4,070.00
5/1/2013	HR	05 Construction Procurement		25.00	\$250.00	\$6,250.00
				Record Drawings Total:	47.00	\$10,320.00
				Additional Services Sub Total:	47.00	\$10,320.00

Expenses

Date	Name	Phase	Expense Type	Description	Qty	Rate	Amount
Basic Services							
04/03/2013	HR	02 Schematic Design	Blueprinting		1.00	\$54.00	\$54.00
04/04/2013	HR	02 Schematic Design	Blueprinting		1.00	\$30.00	\$30.00
					Basic Services Total:		\$84.00
					Expenses Total:		\$84.00

Sub Total: \$20,569.00
PST: \$6.72
GST: \$4.20

Invoice Total: \$20,579.92

Please make payments to Fountainhead A+E, Inc. Late payments are subject to penalty fees.

Invoice with Interest

This is a Type B invoice for an hourly project displaying basic and additional services summarized by employee along with the total expenses. You can choose to show the interest due on the current invoice, if any.

Fountainhead A+E

MONTHLY INVOICE

BILL TO

Hank and Lilly Rearden
330 Washington Avenue
Pittsburgh, PA 15223

Project Description: Rearden - Aspen Residence

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
<1421>	Oct 01, 2013	Oct 22, 2013	2012-0002	\$42,171.99

Basic Services

<u>Employee</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>
Ellsworth Toohey	75.00	\$170.00	\$12,750.00
Peter Keating	35.00	\$185.00	\$6,475.00
Basic Services Sub Total:			110.00
			\$19,225.00

Additional Services

<u>Employee</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>
Gail Wynand	25.00	\$185.00	\$4,625.00
Peter Keating	20.00	\$165.00	\$3,300.00
Additional Services Sub Total:			45.00
			\$7,925.00

Expenses

<u>Consultant</u>	<u>Amount</u>
	\$1,320.00
Expenses Total:	
\$1,320.00	

Sub Total:	\$28,470.00
Interest on balance due over (PaymentTerms) days:	\$13,701.99
Invoice Total:	\$42,171.99

Please make payments to Fountainhead A+E, Inc. Late payments are subject to penalty fees.

Invoice with Retainer

This is a Type B invoice displaying the budgeted fee along with the current invoice amount and percentage of completion per phase. It also shows the retainer paid, used and balance on the current invoice.

Fountainhead A+E

MONTHLY INVOICE

BILL TO

**Robert Stadler
Patrick Henry University
25 Collegiate Way
Room 15-D
Boston, MA 02116**

Project Description: Hillard Residence

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
12-138	Sep 04, 2013	Sep 25, 2013	2013-0007	\$106,995.00

	Fee Summary		Previously Invoiced		Current Invoice		Remaining
	%	Stipulated	% phase completed	Amount billed	% Complete	Value of completed	Amount Remaining
01 Pre-Design	4.00%	\$3,200.00	63.28%	\$2,025.00	67.97%	\$150.00	\$1,025.00
02 Schematic Design	24.00%	\$19,200.00	4.50%	\$864.00	5.41%	\$175.00	\$18,161.00
03 Design Development	24.00%	\$19,200.00	2.97%	\$570.00	4.11%	\$220.00	\$18,410.00
04 Construction Documents	32.00%	\$25,600.00	1.76%	\$450.00	3.16%	\$360.00	\$24,790.00
06 Contract Administration	16.00%	\$12,800.00	14.61%	\$1,870.00	15.47%	\$110.00	\$10,820.00
	100.00%	\$80,000.00	7.22%	\$5,779.00	1.27%	\$1,015.00	\$73,206.00

Invoice Total:	\$1,015.00
Previous Balance:	\$106,280.00
Payments To Retainer:	\$1,000.00
Payments From Retainer	-\$300.00
Retainer Balance	\$700.00
Account Balance:	\$106,995.00

Please make payments to Fountainhead A+E, Inc. Late payments are subject to penalty fees.

Invoice with PST/GST

This is a Type B invoice layout displaying basic and additional services summarized by employee along with the itemized expenses. You can choose to show the PST/GST taxes charged to the project, if any.

MONTHLY INVOICE

BILL TO

Hank and Lilly Rearden
330 Washington Avenue
Pittsburgh, PA 15223

Project Description: Rearden - Aspen Residence

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
<1379>	Oct 01, 2013	Oct 31, 2013	2012-0002	\$506,913.95

Basic Services

<u>Employee</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>
Dominique Francon	330.25	\$153.46	\$50,681.25
Ellsworth Toohey	376.00	\$164.60	\$61,890.00
Gail Wynand	294.50	\$174.22	\$51,307.50
Howard Roark	433.50	\$237.96	\$103,155.00
Peter Keating	282.00	\$182.69	\$51,517.50
Basic Services Sub Total:			1,716.25 \$318,551.25

Additional Services

<u>Employee</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>
Dominique Francon	35.00	\$120.00	\$4,200.00
Gail Wynand	30.00	\$185.00	\$5,550.00
Howard Roark	223.00	\$216.88	\$48,365.00
Peter Keating	450.00	\$185.00	\$83,250.00
Additional Services Sub Total:			738.00 \$141,365.00

Expenses

<u>Date</u>	<u>Name</u>	<u>Phase</u>	<u>Expense Type</u>	<u>Description</u>	<u>Qty</u>	<u>Rate</u>	<u>Amount</u>
04/03/2013	HR	02 Schematic Design	Blueprinting		1.00	\$54.00	\$54.00
04/04/2013	HR	02 Schematic Design	Blueprinting		1.00	\$30.00	\$30.00
07/12/2013	HR	02 Schematic Design	Car Mileage	site meeting	25.00	\$0.61	\$15.30
08/15/2013	HR	02 Schematic Design	Blueprinting		1.00	\$4,800.00	\$4,800.00
10/01/2013	HR	02 Schematic Design	Car Mileage		25.00	\$0.61	\$15.30
06/11/2013	HR	03 Design Development	Blueprinting		1.00	\$28.80	\$28.80
Expenses Total:							\$4,943.40

Sub Total: \$464,859.65

PST: \$25,879.57

GST: \$16,174.73

Invoice Total: \$506,913.95

Please make payments to Fountainhead A+E, Inc. Late payments are subject to penalty fees.

Invoice with Expenses Only

This is a Type B invoice layout displaying only the expense details for each phase. You can choose to show the applicable taxes charged to the project, if any.

Fountainhead A+E

MONTHLY INVOICE

BILL TO

**Hank and Lilly Rearden
330 Washington Avenue
Pittsburgh, PA 15223**

Project Description: Rearden - Aspen Residence

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
<1429>	Oct 01, 2013	Oct 22, 2013	2012-0002	\$5,568.75

Expenses

Date	Name	Phase	Expense Type	Description	Qty	Rate	Amount
04/03/2013	HR	02 Schematic Design	Blueprinting		1.00	\$54.00	\$54.00
04/04/2013	HR	02 Schematic Design	Blueprinting		1.00	\$30.00	\$30.00
07/12/2013	HR	02 Schematic Design	Car Mileage	site meeting	25.00	\$0.61	\$15.30
08/15/2013	HR	02 Schematic Design	Blueprinting		1.00	\$4,800.00	\$4,800.00
06/11/2013	HR	03 Design Development	Blueprinting		1.00	\$28.80	\$28.80

Expenses Total: \$4,928.10

Sub Total: \$4,928.10

PST: \$394.25

GST: \$246.41

Invoice Total: \$5,568.75

Please make payments to Fountainhead A+E, Inc. Late payments are subject to penalty fees.

Fountainhead A+E

MONTHLY INVOICE

BILL TO

**Hank and Lilly Rearden
330 Washington Avenue
Pittsburgh, PA 15223**

Project Description: Rearden - Aspen Residence

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
<1427>	Oct 01, 2013	Oct 22, 2013	2012-0002	\$963,141.99

Basic Services

<u>Employee</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>
Dominique Francon	330.25	\$153.46	\$50,681.25
Ellsworth Toohey	376.00	\$164.60	\$61,890.00
Gail Wynand	294.50	\$174.22	\$51,307.50
Howard Roark	433.50	\$237.96	\$103,155.00
Peter Keating	282.00	\$182.69	\$51,517.50
Basic Services Sub Total:			1,716.25 \$318,551.25

Additional Services

<u>Employee</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>
Dominique Francon	35.00	\$120.00	\$4,200.00
Gail Wynand	30.00	\$185.00	\$5,550.00
Howard Roark	223.00	\$216.88	\$48,365.00
Peter Keating	450.00	\$185.00	\$83,250.00
Additional Services Sub Total:			738.00 \$141,365.00

Expenses

<u>Date</u>	<u>Name</u>	<u>Phase</u>	<u>Expense Type</u>	<u>Description</u>	<u>Qty</u>	<u>Rate</u>	<u>Amount</u>
04/03/2013	HR	02 Schematic Design	Blueprinting		1.00	\$54.00	\$54.00
04/04/2013	HR	02 Schematic Design	Blueprinting		1.00	\$30.00	\$30.00
07/12/2013	HR	02 Schematic Design	Car Mileage	site meeting	25.00	\$0.61	\$15.30
08/15/2013	HR	02 Schematic Design	Blueprinting		1.00	\$4,800.00	\$4,800.00
06/11/2013	HR	03 Design Development	Blueprinting		1.00	\$28.80	\$28.80
Expenses Total:							\$4,928.10

Invoice with Project Balance Due

This is a Type B invoice layout displaying basic and additional services summarized by employee along with the itemized expenses. You can choose to show the applicable taxes, total balance due for the project as well as the current invoice total.

Sub Total:	\$464,844.35
PST:	\$394.25
GST:	\$246.41
Invoice Total:	\$465,485.00
Previous Balance:	\$497,656.99
Project Balance:	\$963,141.99

Invoice without Details

This is a Type B invoice displaying basic and additional services summarized by employee. It also shows the expenses summarized by expense type and applicable taxes charged to the project. This layout does not display details such as hours, rate, and quantity.

Fountainhead A+E

MONTHLY INVOICE

BILL TO

**Robert Stadler
Patrick Henry University
25 Collegiate Way
Room 15-D
Boston, MA 02116**

Project Description: Hillard Residence

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
<1295>	Aug 30, 2013	Aug 30, 2013	2013-0007	\$279,657.72

Basic Services

<u>Employee</u>	<u>Extension</u>
Ellsworth Toohey	\$1,800.00
Howard Roark	\$300.00
Howard Roark	\$0.00
Basic Services Sub Total:	\$2,100.00

Additional Services

<u>Employee</u>	<u>Extension</u>
Howard Roark	\$150,126.00
Additional Services Sub Total:	\$150,126.00

Expenses

<u>Expense Type</u>	<u>Amount</u>
Consultant: MEP	\$112.00
Consultant: Structural	\$168.00
Expenses Total:	\$280.00

Sub Total:	\$152,506.00
PST:	\$10,675.42
GST:	\$7,625.30
Invoice Total:	\$170,806.72

Please make payments to Fountainhead A+E, Inc. Late payments are subject to penalty fees.

Invoice with Custom Message & Title

This is a Type B invoice layout displaying basic and additional services summarized by employee along with the expenses summarized by code. You can choose to show a custom message and title specified by you on the Projects > Billing > Options tab.

Fountainhead A+E

MONTHLY INVOICE

BILL TO

Hank and Lilly Rearden
330 Washington Avenue
Pittsburgh, PA 15223

Project Description: Rearden - Aspen Residence

For Professional Services Rendered → Invoice Title

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
<1410>	Oct 01, 2013	Oct 01, 2013	2012-0002	\$465,485.00

Basic Services

<u>Employee</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>
Dominique Francon	330.25	\$153.46	\$50,681.25
Ellsworth Toohey	376.00	\$164.60	\$61,890.00
Gail Wynand	294.50	\$174.22	\$51,307.50
Howard Roark	433.50	\$237.96	\$103,155.00
Peter Keating	282.00	\$182.69	\$51,517.50
Basic Services Sub Total:			1,716.25 \$318,551.25

Additional Services

<u>Employee</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>
Dominique Francon	35.00	\$120.00	\$4,200.00
Gail Wynand	30.00	\$185.00	\$5,550.00
Howard Roark	223.00	\$216.88	\$48,365.00
Peter Keating	450.00	\$185.00	\$83,250.00
Additional Services Sub Total:			738.00 \$141,365.00

Expenses

	<u>Amount</u>
Basic Services	\$4,899.30
Basic Services	\$28.80
Expenses Total:	
	\$4,928.10

Sub Total:	\$464,844.35
PST:	\$394.25
GST:	\$246.41
Invoice Total:	\$465,485.00

Please make payments to Fountainhead A+E, Inc. Late payments are subject to penalty fees.

← Custom Message

Invoice Summarized by Employee

This is a Type B invoice displaying basic and additional services summarized by employee. It also shows the expenses summarized by code and any applicable taxes charged to the project.

Fountainhead A+E

MONTHLY INVOICE

BILL TO

Hank and Lilly Rearden
330 Washington Avenue
Pittsburgh, PA 15223

Project Description: Rearden - Aspen Residence

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
<1409>	Oct 01, 2013	Oct 31, 2013	2012-0002	\$465,485.00

Basic Services

<u>Employee</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>
Dominique Francon	330.25	\$153.46	\$50,681.25
Ellsworth Toohey	376.00	\$164.60	\$61,890.00
Gail Wynand	294.50	\$174.22	\$51,307.50
Howard Roark	433.50	\$237.96	\$103,155.00
Peter Keating	282.00	\$182.69	\$51,517.50
Basic Services Sub Total:			1,716.25
			\$318,551.25

Additional Services

<u>Employee</u>	<u>Hrs</u>	<u>Rate</u>	<u>Extension</u>
Dominique Francon	35.00	\$120.00	\$4,200.00
Gail Wynand	30.00	\$185.00	\$5,550.00
Howard Roark	223.00	\$216.88	\$48,365.00
Peter Keating	450.00	\$185.00	\$83,250.00
Additional Services Sub Total:			738.00
			\$141,365.00

Expenses

	<u>Amount</u>
Basic Services	\$4,899.30
Basic Services	\$28.80
Expenses Total:	
	\$4,928.10
Sub Total:	
	\$464,844.35
PST:	
	\$394.25
GST:	
	\$246.41
Invoice Total:	
	\$465,485.00

Please make payments to Fountainhead A+E, Inc. Late payments are subject to penalty fees.

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