

Monthly Invoice Explained for Block Time Clients

An invoice for a client that has agreed to a 3-month block of time will show:

1. Monthly bill for August 2007.
2. The Agreement is for 80 hours for a 3 Month period (August, September and October) an **average** of 27 hrs per month.
3. Total hours worked so far in the 3-month Agreement are 25.25 hours.
4. Remaining hours left on the 3-month Agreement are 54.75 hours.

Explanation:

Number 1 is the month that the invoice is for, usually sent at the beginning of the next month. I.E. August is sent the 1st part of September

Number 2 is a statement of what has been agreed upon as far as the number hours for the 3-month Agreement. See www.bgrcs.com for the cost of the Agreement.

Number 3 is the total hours used at the time the invoice was sent. This number is from the Client Log maintained by BGR Computer Solutions. The example shows 25.25 hours were used in August. Please note: this number may be **more or less** than the monthly average.

Number 4 is the remaining time left on the Agreement. The following excerpt from www.bgrcs.com/prices states:

*" To avoid the **Travel, Phone and GoToMyPC charges** clients can sign up for a Quarterly Time (i.e. 3 months) block. This is billed on a monthly basics. Any extra time is billed at the standard rate of **\$75.00** per hour at the **END** of the 3 Month Period. There is **no rollover** of time that is left at the end of the quarter."*

What this means is:

1. The agreed upon monthly amount will be charged each month regardless of the number of hours worked during a month.

This is not meant to be a way for BGR Computer Solutions to make money without putting in the hours, but a way to have hours available during a month that is known to be busier than a preceding month.
2. Hours worked beyond the 3-month amount will be at the standard rate as an extra line item on the 3rd months invoice.
3. Hours that are left at the end of the 3 months will be dropped.