Invoicing

Notebook Info

INDEX Info	Service Invoice	Info	Materials Br'kdwn	Info
	Bill with Balance	Info	Materials Summary	Info
	Shipping Form	Info	Materials Invoice	Info
PRINT Info	Service Invoice		Materials Br'kdwn	
	Invoice & Balance		Materials Summary	
	Shipping Form		Materials Invoice	

INVOICE

Info

TO:	Accounts Payable Company Name etc.

FROM:	Company I Company Ad etc.

Info

PO#	Terms	Project

Info

Item	Date	Task	Hours
		Total	

Thank You!

Name
ldress

Invoice#	Date

Rate/hr	Charges

Return to Intro Print This Page Info

INVOICE

Info

TO:	Accounts Payable Company Name etc.

From:	Company Company Ac etc.

Info

PO#	Terms	Project

Info

Info

Item	Date	Task	Hours	Rate	Charged
		Beginning Balance			
		Total Due			

Thank You!

Name
ddress

Invoice#	Date

Received	Balance
	$0.00
	#VALUE!

Info

Your Company Name

Your company's full address

Phone and fax numbers

Packing Slip

Info

Order#		PO#	

Info

BILL TO	SHIP TO
Receiving company's billing address	Receiving company's re

ITEM	QTY. ORDERED	QTY. SHIPPED	DESCRIPTION

Info

Info

PACKED BY DATE

Shipping and handling

CHECKED BY DATE

Thank You for Your

Ship date:	11/24/24

ceiving address

PRICE EACH	TOTAL
Subtotal	
% Tax	#VALUE!
TOTAL	**#VALUE!**

Order!

Return to Intro   Print This Page   Info   Getting Started

Materials and Labor Task Breakdown

Info

Area	Description	Tasks	Item numbers (keyed to Mat 1	2	3	4	5	6
1	Example task: Replant front area	A, B, C	6	12				
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
	Totals		6	12				

Info

Task Key	
A	Weed
B	Mulch
C	Plant 1-gallon plants
D	
E	
F	
G	
H	
I	
J	
K	

erials Summary)				Materials	Labor		
7	8	9	10	Cost	Hrs.	Rate/Hr.	Total Labor
				$78.00	4	$35.00	$140.00
				$78.00	4		$140.00

Return to Intro Print This Page Info Getting Started

Materials and Labor Summary

Item	Description	Qty.	Cost per unit
1	Redwood compost	6	$3.00
2	1-gallon plants	12	$5.00
		###	
		###	
		###	
		###	
		###	
		###	
		###	
		###	
			Materials
			Tax Rate
			Tax
			Labor
			Total

Total
$18.00
$60.00
#VALUE!
#VALUE!
#VALUE!
#VALUE!
#VALUE!
#VALUE!
#VALUE!
#VALUE!
$78.00
8.50%
$6.63
$140.00
$224.63

Return to Intro   Print This Page   Info

Materials and Labor Invoice

Info

Info

Qty.	Part number or description	Price each	Total
TOTAL PARTS			#VALUE!

YOUR COMPANY'S NA

ADDRESS

PHONE, FAX NUMBER

Customer Name

Address

City, State, Zip

Day Phone

Other information

ITEM	NSTRUCTION,

Thank You!

ME HERE	DATE		INVOICE #	
	ESTIMATE AMOUNT			
	REVISED ESTIMATE AMOUNT		DATE	
S	CALLED CUSTOMER WITH REVISED ESTIMATE?			
	INITIALS	TIME	INITIALS	TIME

TERMS AND CONDITIONS

OR LABOR PERFORMED	HOURS	RATE	TOTAL
			#VALUE!
			#VALUE!
			#VALUE!
			#VALUE!
			#VALUE!
			#VALUE!
			#VALUE!
			#VALUE!
			#VALUE!
			#VALUE!
			#VALUE!
			#VALUE!
			#VALUE!
			#VALUE!
			#VALUE!
			#VALUE!
			#VALUE!
			#VALUE!
			#VALUE!
TOTAL LABOR			**#VALUE!**
	TOTAL PARTS		**#VALUE!**
	TAX RATE (%)		
	TAX (Parts only)		**#VALUE!**
	TOTAL		**#VALUE!**

Information

Use this notebook to prepare invoices and bills with revolving balances, materials and labor cost estimates, and materials and labor invoices. You can also prepare packing slips (shipping forms).

This template is part of a sample collection included with Quattro Pro for Windows 5.0. To upgrade to the complete "Running Your Business with Quattro Pro for Windows" package, see the OrderForm page in the PURCHSNG notebook, or call TitleWave Press Customer Service at 1-800-280-4201.

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Job1

Use this page in conjunction with the Materials Summary to break a proposal for work down into components. You can also use these two pages to figure out how much a job will cost you, before presenting a unified bid/proposal using the Materials Invoice.

The Materials Summary is where you enter each item of material individually, with the unit cost. That page takes those unit costs and your task-by-task breakdown and provides an itemized listing of the cost of each task. These two pages are best suited for projects that involve both material and labor costs, where you are making a bid for work with a breakdown of each task so the customer can decide how much of the overall work he or she wants done (or can afford). For example, you might use this to make a bid on landscaping. You can also use these pages to bill for the completed project.

Job2

Use this page in conjunction with the Materials Breakdown page to estimate the overall cost of materials and labor for a project proposal (or bid). This page takes the totals from the Materials Breakdown page to create a summary of your entire bid.

Materials2

1You can use this page as an alternative to the paired pages Materials Breakdown and Materials Summary. It is simpler than those two; you may want to use it when you want to create a final bill for services and materials (such as parts and labor for automotive work). You can also use it to give either a detailed estimate or a quick estimate.

Inv1	Use this page to bill for services. If you normally bill customers on account and track a beginning balance and payments to the account, use the Bill With Balance page. You may want to make multiple copies of this page, one for each invoice you send out.
BillRet	Use this page to bill customers when you want to track a beginning balance, payments, charges, and an ending balance.
Index	Click on the appropriate button in this section to either jump to the desired page or to get some information about it.
Printing	Click on the appropriate button in this section to print out the desired page.
ShippingInfo	Use this page to prepare a shipping form (packing slip).
Inv1A	Replace the placeholder name and address information in the TO block with the real company name and address of the company you are billing. Replace the placeholder information in the FROM block with your own company name and address.
Inv1B	PO# stands for Purchase Order number. This is the number on the purchase order from the company you are billing. Terms refers to how many days before you expect payment to arrive (Net 15, for example). The project is usually for the

company's records. Enter the date (the format is set so you don't have to press Ctrl+Shift+D), and your own unique invoice number.

Inv1C

Since you might be billing for different tasks at different rates (or for the services of your own employees at different rates), this section lets you bill by task at whatever hourly rate applies. Each separate task and/or person should get a new item number. The date fields are set so you don't have to press Ctrl+Shift+D to enter a date.

BalInfo3

The Balance column indicates who owes what to whom.

You should fill in the beginning balance (how much your client has on account). If the client has a credit balance, such as when you are paid a retainer, enter the number as a negative number. If the client owes you money at the beginning of the month, enter that amount as a positive number.

The last figure in the balance column shows how much money is left on account. It concludes with what's left after all charges and payments have been accounted for. If the final balance is negative, you still owe your client work. If positive, your client owes you money.

BalInfo4

Since you might be billing for different tasks at different rates (or for the services of your own employees at different rates), this section lets you bill by task at whatever hourly rate applies. Each separate task and/or person should get a new item number. The date fields are set so you don't have to press Ctrl+Shift+D to enter a date.

Enter the new charges in the Charged column; enter any payments received from your client in the Received column.

ShippingInfo1

Substitute your company name and address for the placeholder information in this block.

ShippingInfo2

The order number should be your own. The PO (Purchase Order) number is generally that of the company placing the order. The shipping date is assumed to be the day the shipping form is prepared, so it uses a formula (@TODAY). However, you can override this formula and enter any date you like. To override, just type in a date.

ShippingInfo3

Fill in the receiving company's shipping address and billing address.

ShippingInfo4

Give each item a number (1, 2, 3, etc.). This is not the same as quantity, which you enter in the next two columns.

Normally, you'll be shipping as many items as were ordered. However, if you are out of some items, or if you have fewer than ordered, you should enter how many were ordered in the QTY ORDERED column, and then enter how many you are shipping in the QTY SHIPPED column. This lets your customers know that you are on top of things; it also gives you a record so you can be sure to follow up and ship the missing (backordered) items later.

Be sure to enter your tax rate (if you charge tax) and the shipping and handling amounts below.

ShippingInfo5

You can use the Packed By and Checked By lines for signatures or initials. You can also add an Approved By line or use these lines for approval.

materials1start

The first step in preparing this page is to go to the Materials

Summary page and fill in each material item you think you'll need, along with its unit price. Then return to this page.

Once you've filled out this page, the Materials Summary page picks up your individual items and labor charges and summarizes the overall job materials needs and labor costs.

Materials2Start

Start here. Fill in each material item you think you'll need, along with its unit price. Don't worry for now about how many of each item you think you'll need (Qty.), or the total costs; those will be calculated automatically after you've completed the Materials Breakdown page.

Be sure to enter the tax rate.

job1A

After filling out the Materials Summary page, come to this page and break your entire job down into its component tasks. If you are landscaping, for example, you might give each area or type of task its own area number. Enter the area number and a brief overall description of the area's tasks. Then put in your code for each specific subtask you want to perform in that area. You should list those individual tasks with their codes below this worksheet. There's an Info button by that section telling how to create these codes.

Next, enter the number of material items you think each task will require. The Items across the top are keyed to the Materials Summary page. For example, if on the Materials Summary page you listed Item 1 as Redwood Compost at $3.00 a bag, on this page you might enter 5 (as in 5 bags required) under Area 1, Item 1.

Finally, enter how much time you think it will take to perform the tasks in each area, along with the labor rate for that area. Note how flexible this page is; you can bill for different labor rates for different areas or tasks, if such separate labor rates apply.

TaskCodes

Enter your task codes and their meanings here. In landscaping, an area might need weeding, mulching, and new 1-gallon plants put in. You might list Task A as Weeding, Task B as Mulching, and Task C as Planting

1-gallon plants.

job2A

Start by filling in your company's name and address. If you want to insert your logo, see the book for instructions.

Overwrite the areas labeled Customer Information with the actual customer information. Fill in the list of parts down the left side of this form, including the invididual cost for each part. The page calculates the total cost of any given set of parts, as well as the grand total of parts costs. Fill in the labor portion of your work in the center right part of this form. Enter number of hours and the rate per hour; the page calculates the labor subtotals and grand totals.

You can use the section with the words "Thank You!" in them to insert any message you like.

Estimates

The date field is set so you only need to enter the date in short form (like 1/3; the field fills in the year). The invoice number is for your own records; assign this invoice a unique number.

If you've given an estimate and later find that the estimate is going to be more, it is important to notify your customer before proceeding. (If the amount is less, the customer will be delighted, but doesn't need to be notified.) Because it's easy to forget whether you've notified a customer, use the CALLED CUSTOMER WITH REVISED ESTIMATE? block to record when you actually got through to the customer with the notification. (There are two spaces in case the estimate changes again.)

The Terms and Conditions area can contain any kind of information you like; payment terms, delivery terms, and so on. Overwrite this area with your desired terms.