

# The Architects Billing System V1.0

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This is the first release of my companys billing system which I have been using and redesigning since 1986 using FileMaker software. This version runs on FileMaker Pro version 1.0V2.

## HOW TO USE

1. Copy the two files Architects Billing and Architects Database into the same folder on your hard disk. Do not rename them unless you are familiar with how FileMaker works in the lookup mode.

*I have provided a sample Client entry in the Architects Database file, and a corresponding entry in the Architects Billing file.*

2. Use the Database for all your initial client information. This can include all billing addresses, phone numbers, and job numbers.
3. Open Billing and make an entry for the JOB NUMBER that you wish to bill. FileMaker will refer to Database to find the rest of the billing information.
4. Fill out the pertinent information (Hours, rates, number of copies, etc.)
5. Note the SCRIPTS. There are various layouts for Accounts Receivable, and other global information.

## PROBLEMS

I have encountered no problems with this current version of FileMaker. The software is extremely stable and reliable, in my opinion!

## SHAREWARE

This has been a rough two years in my profession. If you really use this template, I will welcome a check for \$20 (U.S.)! Please mail your payment to:

Ted Montgomery  
217 Harbor Road  
Shelburne, VT 05482

Thank you fellow designers!