

Creating a flat fee client. Billing the flat fee. Posting the flat fee payments.

Scenario Creating a Flat Fee Client and Charging a Flat Fee of \$5000.

In the Clients screen, click Open New Client (bottom left of screen). Enter client information. In Bill Type, select Flat Fee from the drop down. A pop-up will appear which asks you "Would you like to set all timekeeper rates to \$0.00 for this client?". Click "Yes".

Another pop up will appear which asks you "Would you like to recalculate the amounts on any unbilled fee entries for this client?" Click "Yes". Click the SAVE button, (bottom left of this section of the screen).

Next, in the LOG screen charge the flat fee dollar amount: Enter the date of the charge (so it will appear as the first charge on the client's statement, make sure it is dated before any other fee entry). Select or enter the client name. Enter zero in Hours. Enter \$5000 in Amount. Describe the Flat Fee charge in the description e.g. "Per agreement the flat fee charge for this legal matter is \$5000". Click the SAVE button.

If the client has paid the charge, stay in the Log screen, select Payment tab and enter the payment. Click the SAVE button.

If you want your itemized fee activity to appear on the bill, enter that fee activity and the hours will compute at zero.

If your agreement is to charge costs, record those costs as you normally would they will be added to the flat fee charge.

Remember you can preview the statement in the Log Screen, The Prebill screen and the Statements screen.

Result:

The client will be billed a flat fee charge of \$5000, along with any fee activity you record which will be computed at a zero hourly rate and any Cost amounts you record will be added onto the Flat Fee charge. Client payments will be deducted from the Flat Fee and Costs as they normally would if this was a per hour client/matter.