

## Flat Fee Invoice - if timekeeper is required

If your client requires a timekeeper for fees. This could mean that a special timekeeper needs to be created, separate from a regular timekeeper with an approved rate.

### Timekeeper for flat fees - Example:

For first name: Fixed

Last Name: Fee

Email address: ftk@yourcompany.com

Display code FFTK

Timekeeper id FFTK

### Screen shot: Fixed Fee Timekeeper

The screenshot shows a web application interface with a navigation bar at the top containing: Home, Invoices, Clients, Matters, Timekeepers (selected), Budgets, Reports, Admin, Messages, Notifications, and Preferences. Below the navigation bar is a sidebar with a pencil icon, a person icon labeled 'Timekeeper Profile', and a dollar sign icon. The main content area is titled 'Timekeeper Profile' and includes a link '<< Return to list of Timekeepers'. The form contains the following fields:

- \*Email: ftk@tk.com
- Salutation: [text input]
- \*First Name: Fixed
- Middle Name: [text input]
- \*Last Name: Fee
- Suffix: [text input]
- Phone: [text input] (xxx-xxx-xxxx)
- Mobile Phone: [text input] (xxx-xxx-xxxx)
- Fax: [text input] (xxx-xxx-xxxx)
- Account Status:  Active  Inactive
- \*Display Code: FFTK
- \*Timekeeper ID: FFTK
- \*Classification: Other Timekeeper
- First Year In Current Category: [text input]
- Permitted to Practice Year: [text input]
- Primary Expertise: None
- Secondary Expertise: None
- Clerkships: [text input]
- Licensed To Practice Law In: None
- Languages Spoken: None
- City: [text input]
- State/Province: --Select--
- Post Code: [text input]
- Country: United States
- Clients:
  - Bricks and Buttons Inc.
  - Client Name
  - CY Train

Invoice for flat fees – Example:

Invoice: Header (see “How to Create a Manual Invoice” for tips)

Invoice Line Items:

Choose the Matter, Date

Item Type: Fee

TK: flat fee timekeeper

Fee: choose a task/fee code for the services performed (could be a special code)

Rate: the amount of the flat fee

Hours: 1

Line Item Total: the amount of the flat fee

Matter	Item Type	TK	Date	Fee	Activity	Rate	Hrs	Discount	Amount
DISP-000110 - Charlie matter	Fee	FF45000	2/1/2016	VENDORFEES	(None)	45,000.00	1.00	0.00	45,000.00
Services <small>2000 characters maximum</small>									
<input type="checkbox"/> Taxable Item <span style="float: right;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </span>									

Invoice: Taxes and Discounts (see "How to Create a Manual Invoice" for tips)

Invoice: Attachments (see "How to Create a Manual Invoice" for tips)

Invoice: Preview

**Invoice flat fee**

1 Header
2 Line Items
3 Taxes & Discounts
4 Attachments
5 Preview & Submit

Status: Ready to Submit
 [Printable View](#)

**AUSTIN TRAINING VENDOR**  
 1234 Long St  
 Austin, TX 87646

**Bill To**  
 Client Name  
 543 Main Street  
 Springfield, KY US 43243

**Details**  
 Tax ID  
 PO No  
 Account Type

**Description**

Invoice Date	Invoice No	Fee Arrangement	Invoice Type	Reference Number	Tax Type	Currency	Period
3/1/16	flat fee	Standard	Standard		US	USD	2/1/16 - 2/29/16

[Edit Header](#)

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**No Attachment**  
No Attachments

[Edit Attachments](#)

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Fees		Expenses		Total	
Amount	45,000.00	Amount	0.00	Amount	45,000.00
Discount	0.00	Discount	0.00	Discount	0.00
Sub-Total	45,000.00	Sub-Total	0.00	Sub-Total	45,000.00
Tax	0.00	Tax	0.00	Tax	0.00
<b>Total</b>	<b>45,000.00</b>	<b>Total</b>	<b>0.00</b>	<b>Total Due</b>	<b>45,000.00</b>

Tax: 0.00% [Edit Taxes & Discounts](#)

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No	Matter	TK	Date	Description	Rate/Price	Hrs/Units	Disc*	Total
1	DISP-000110	FF45000	2/1/16	Fee Code: VENDORFEES Other Vendor Fees Services	45,000.00	1.00	0.00	45,000.00

Line Item 1 - 1 of 1 Line Items per page: 10

\* Reflects both line item and invoice level discounts

[Edit Line Items](#)