# 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.
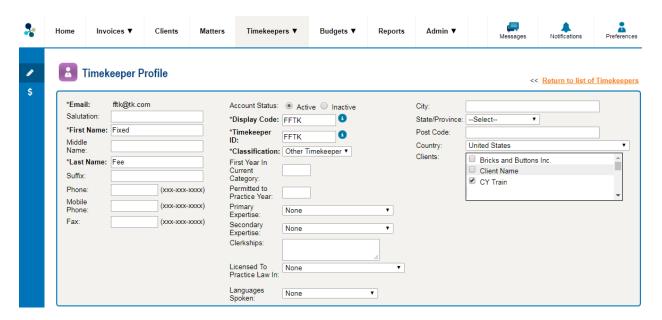
**Timekeeper for flat fees - Example:**
For first name: Fixed
Last Name: Fee
Email address: fftk@yourcompany.com
Display code FFTK
Timekeeper id FFTK

**Screen shot: Fixed Fee Timekeeper**



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

2000 characters maximum          ☐ Taxable Item                    [ OK ] [ Cancel ]

## 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                    [ Submit to Client ] [ Submit Later ] [ Delet ]

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

| 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 |

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

**Details**
Tax ID
PO No
Account Type

**Description**

                                                                                    Edit Header

**No  Attachment**
No Attachments

                                                                                    Edit Attachments

| 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 |
| Total | 45,000.00 | Total | 0.00 | Total Due | 45,000.00 |

Tax: 0.00%                                                              Edit Taxes & Discounts

                                                                                    Edit Line Items

| 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