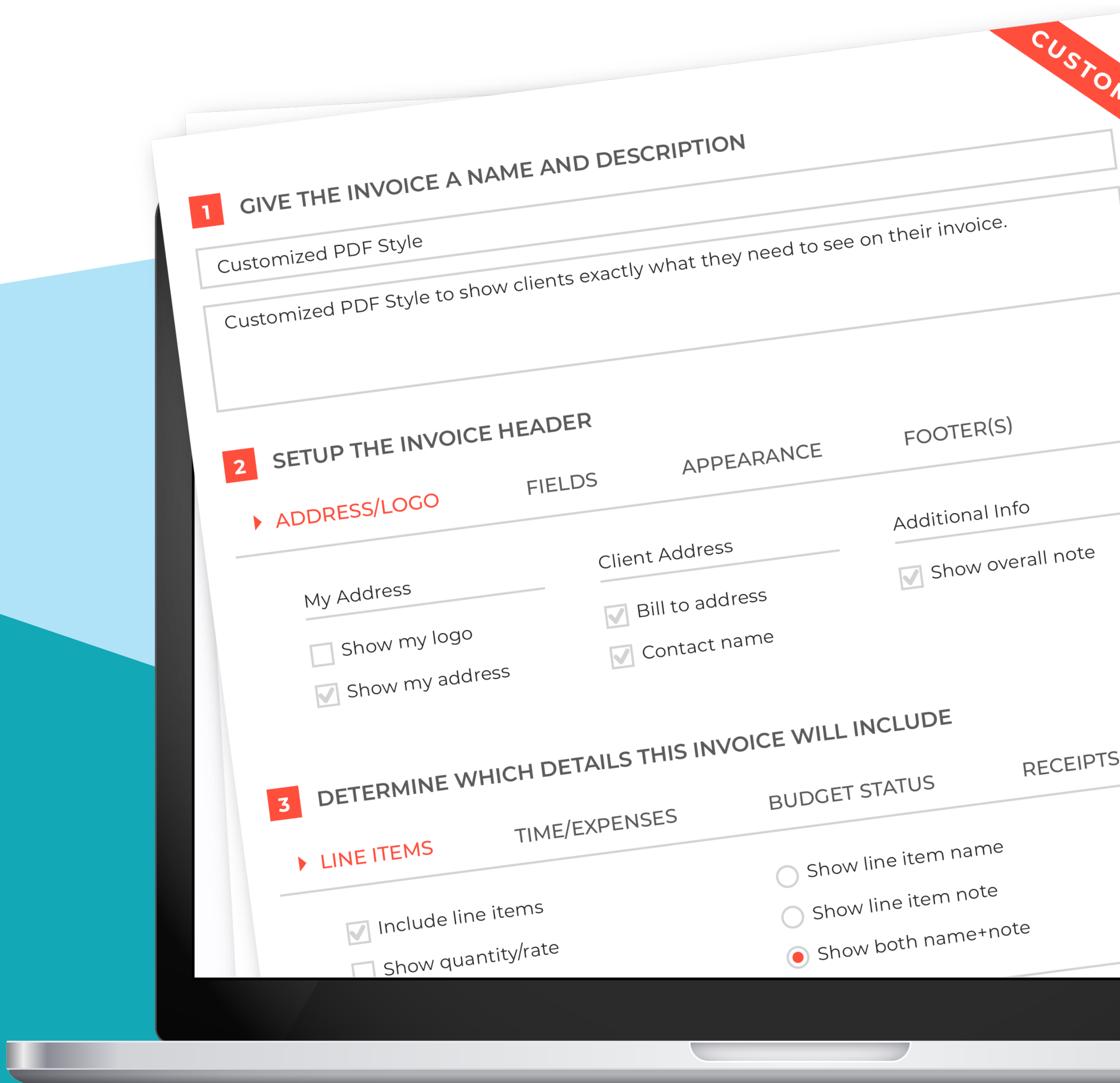
BIGTIME
CUSTOM INVOICING

Stay on top of your bottom line with one-click invoicing.

Make every invoice accurate, timely and well-documented. BigTime's invoicing engine supports dozens of industry-standard billing scenarios and enough options to satisfy even your most exacting customer needs.



BENEFITS OF BILLING WITH BIGTIME

Flexible Billing Rates

Manage bill rates in one place with the flexibility to override as needed.

Customizable Invoice Templates

Use the invoice template editor to format invoices the way your clients want.

Time & Materials Invoices

In a few clicks automate the calculation of hours, billing rates, and expenses.

Multiple Fixed Fee Billing Formats

Manage cash flow with flexible billing formats that support incremental invoicing.

Work-In-Progress Management

Know the state of your WIP at any point in time and forecast income with confidence.

Fluid Reporting Between Accounting and PMs

Make proactive decisions based on budget statuses with two-way reporting.

Speedy Approval Workflows

Automate invoice approval notifications speed up reviews and adjustments.

BigTime Wallet for Faster Payments

Allow clients to pay invoices online, anytime, anywhere with their preferred payment methods.

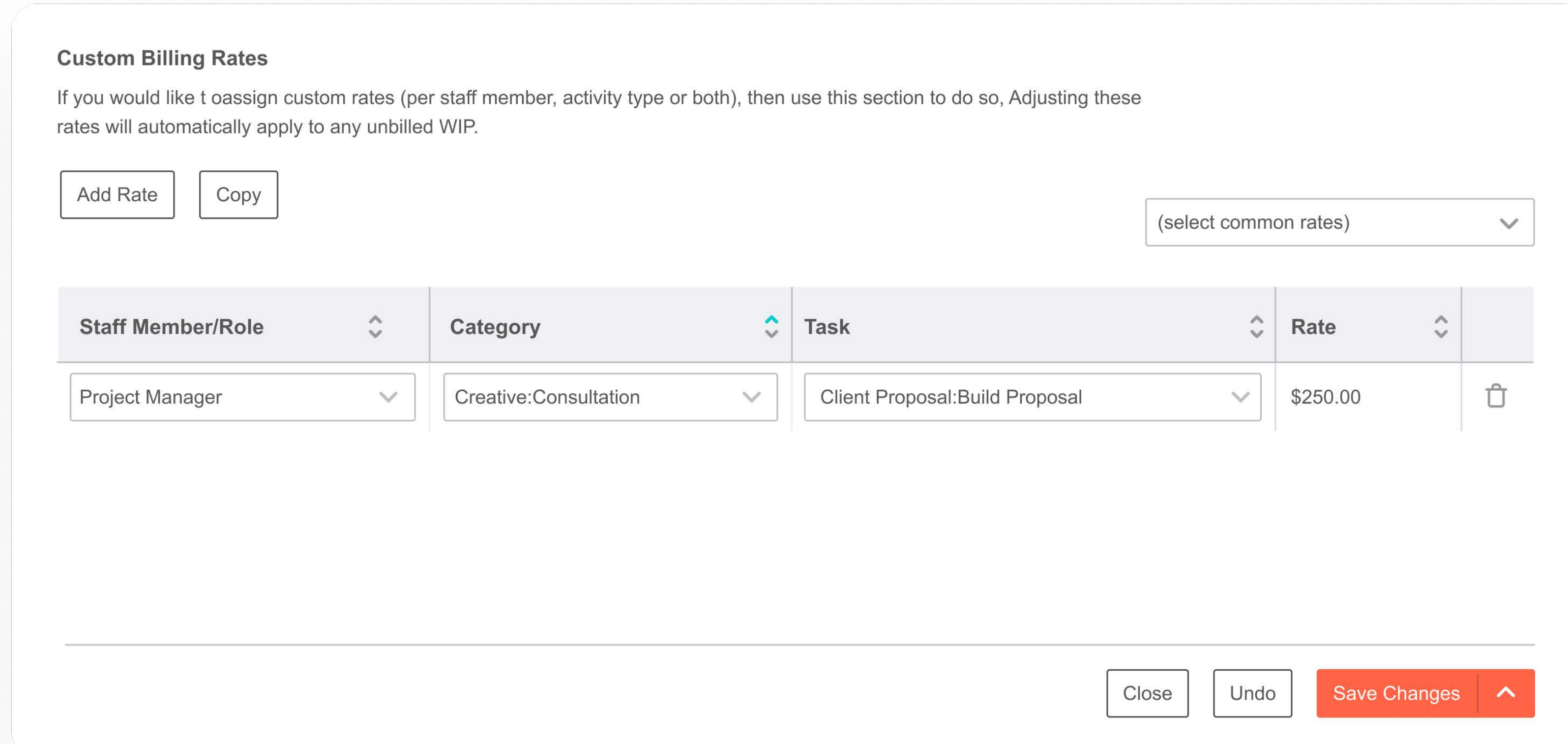
INVOICING WORKFLOW

See how you can go from entered time and expenses to getting paid in 5 simple steps.

STEP 1:

Set Billing Rates

- Assign bill rates to staff, project tasks, even work codes
- Use an unlimited number of custom rates



STEP 2:
Create Invoice Templates

- Personalize with your logo, address, company colors, and footer
- Choose the details you need to include: time entries with notes, expenses with receipts, budget status, etc

Item/Description	Quantity	Rate	Amount
Development	1.00	$10,000.00	$10,000.00
Client Proposal:Build Proposal	1.00	$6,000.00	$6,000.00
Client Proposal:Client Meeting	1.00	$1,600.00	$1,600.00
Implementation of Services	1.00	$1,600.00	$1,600.00

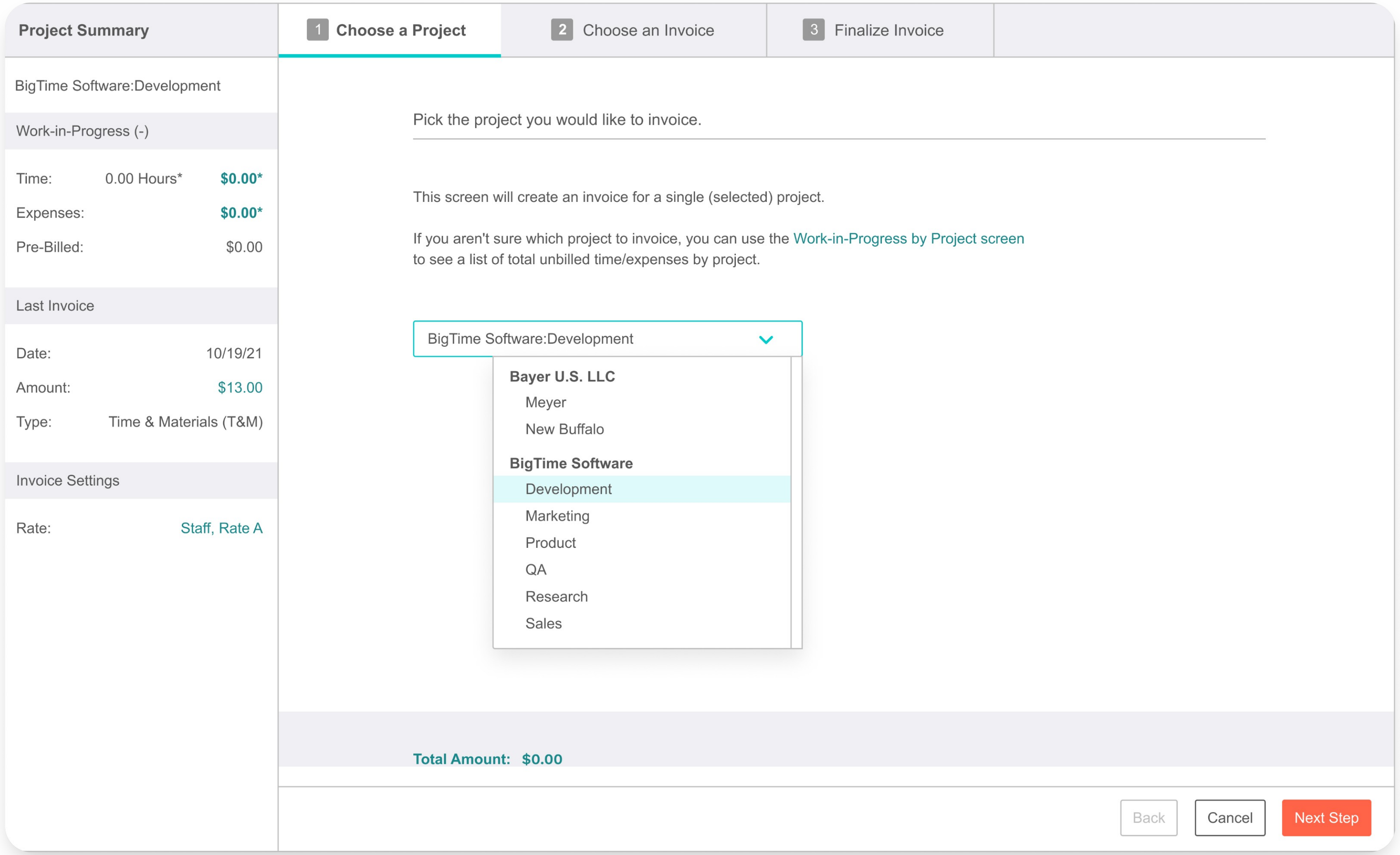
Add More Lines

Invoice Notes/Memo

Activity Feed

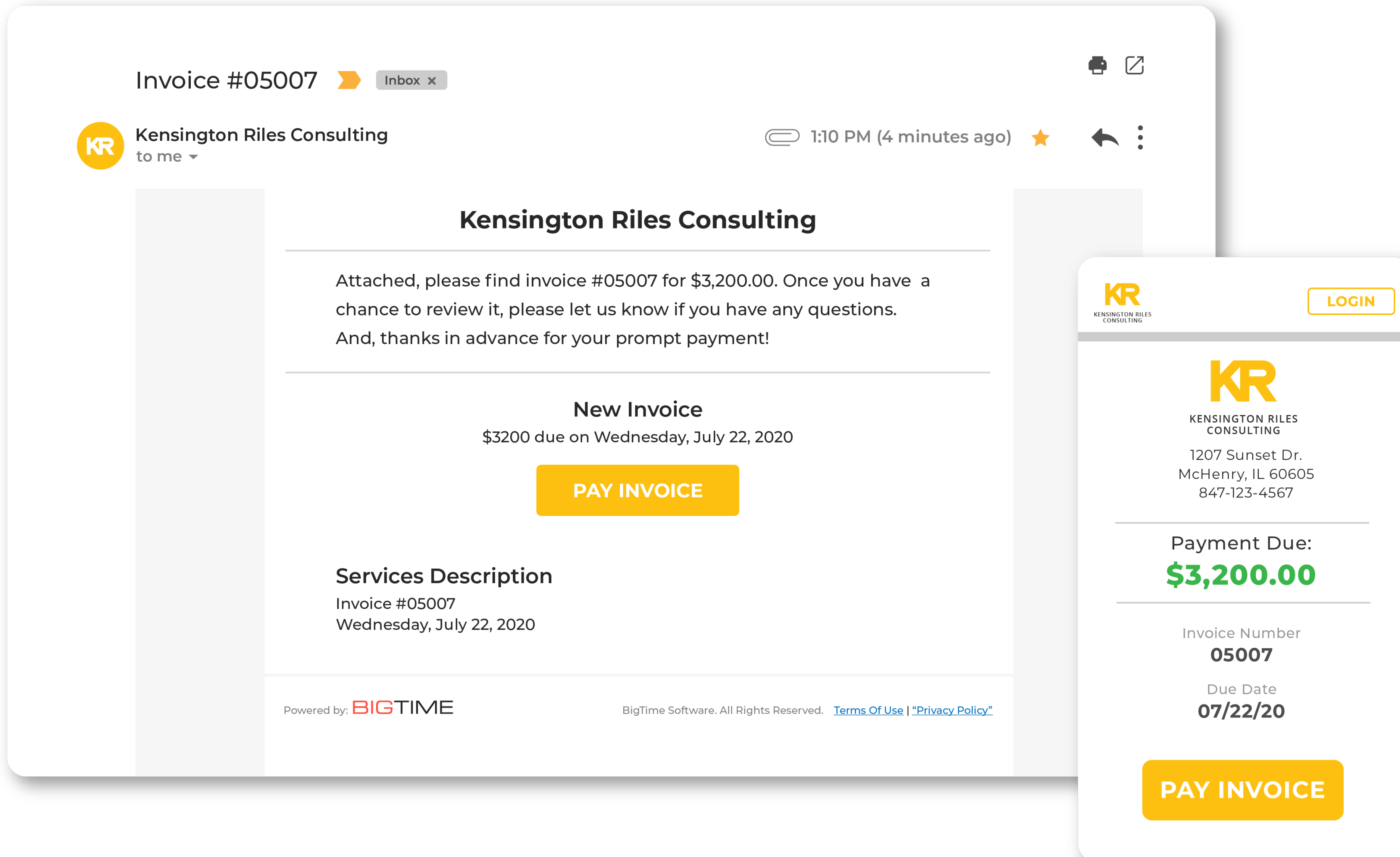
STEP 3:
Configure Custom Invoices

- Select your client and invoice style from a variety of billing formats
  - Invoice fixed fee projects at milestones or percent complete
  - Bill a percentage of the budget
  - Choose line item info. most relevant to your billing process
- Provide more or less detail on invoices with subtotal options



STEP 4:
Select the Option to Add Payment

- Pick your desired format for your custom payment landing page
- Check to attach a link to the invoice for clients to pay by credit card or ACH on your custom payment landing page

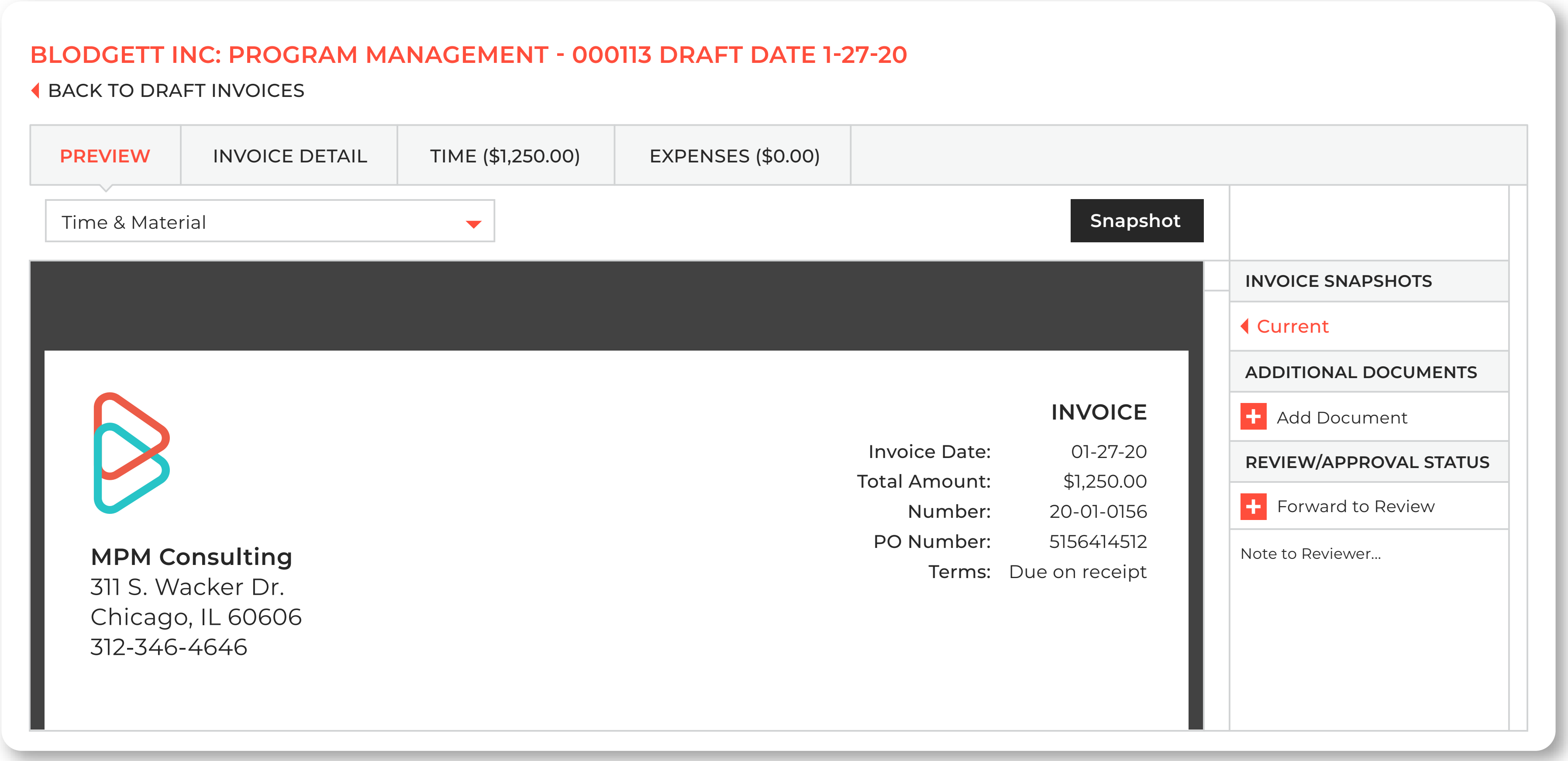


Explore why our customers love accepting payments through BigTime Wallet.

STEP 5:

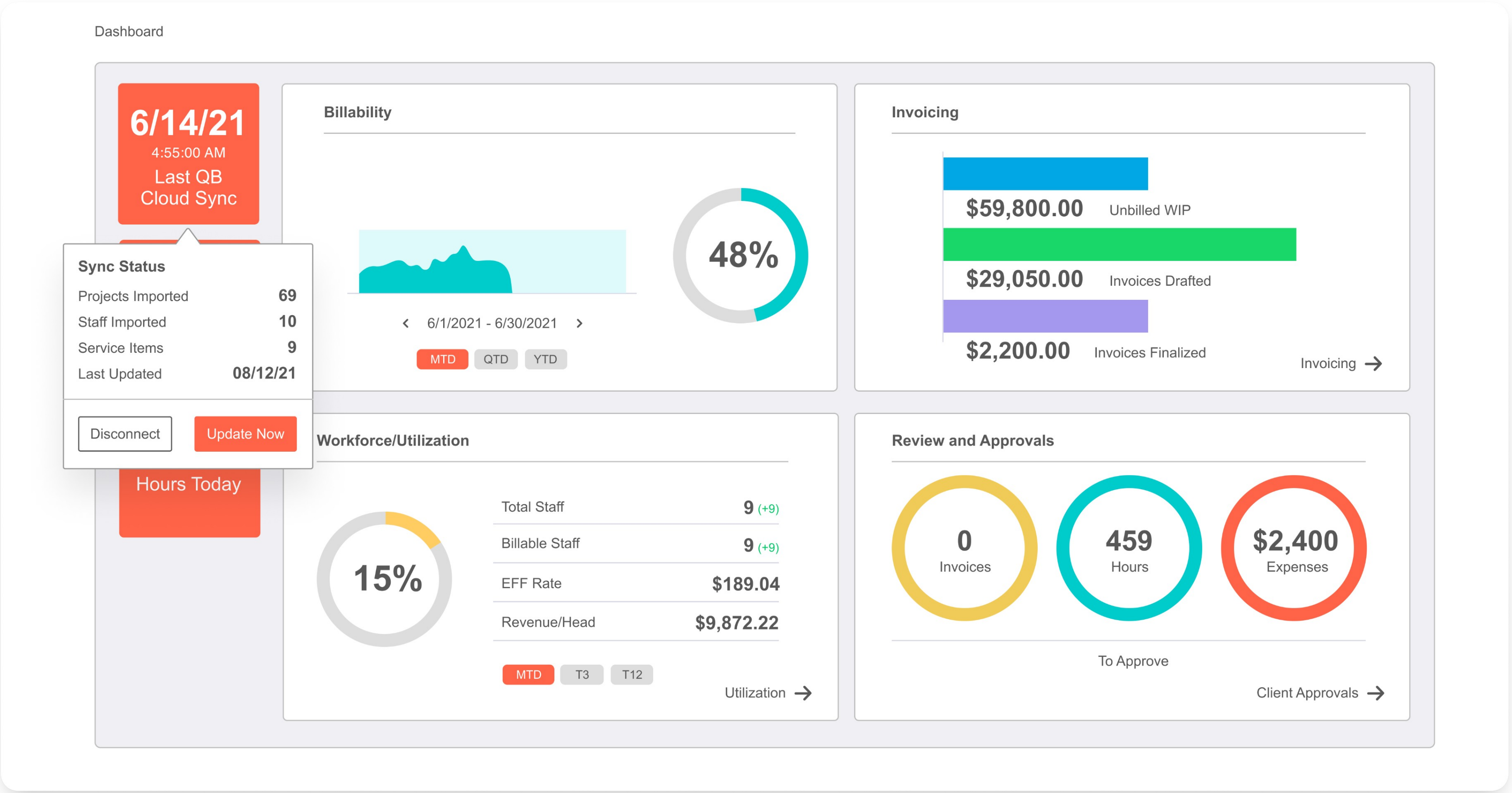
Review and Send

- Make any last adjustments
- Preview the invoice PDF within BigTime
- Send out for internal approvals or email directly to the client



STEP 6:
Sync with Quickbooks or Sage Intacct

- Post invoices to your accounting software for record-keeping or further processing
- Automatically link imported codes to their QuickBooks/Sage counterparts



INVOICE OPTIONS FOR EVERY SERVICES FIRM

BigTime is built to be flexible enough for a variety of billing styles, whether you're an accountant, architect, engineer or IT-services firm.

KENSINGTON RILES CONSULTING

Kensington Riles Consulting
1207 Sunset Dr
McHenry, IL 60605

INVOICE

Due Date:	03-06-20
Total Amount:	$5,220.00
Number:	20-03-0863
Terms:	Due on receipt
Project Code:	20-0176
Project:	Consulting Project

Invoice Summary

Description	Quantity	Rate	Description	Amount
Cooper Loveless	8.00	$150.00	Met on-site with client	$1,200.00
Ty Sank	14.75	$120.00	Phase 1 completed	$1,770.00
Kara Thrace	15.00	$150.00	Worked on template building	$2,250.00

TOTAL AMOUNT DUE **$5,220.00**

KENSINGTON RILES CONSULTING

Kensington Riles Consulting
1207 Sunset Dr
McHenry, IL 60605

INVOICE

Due Date:	03-02-20
Total Amount:	$47,870.00
Number:	20-03-0865
Terms:	Due on receipt
Project Code:	20-0176
Project:	Consulting Project

Invoice Summary

		Remaining Budget		Prior Billings		This Invoice	
Description	**Total Budget**	**%**	**$**	**% Billed**	**$ Billed**	**% Billed**	**$ Billed**
Design	$25,000.00	--	--	11.52%	$2,880.00	88.48%	$22,120.00
Develop	$50,000.00	50.00%	$25,000.00	--	--	50.00%	$25,000.00
Test	$15,000.00	95.00%	$14,250.00	--	--	5.00%	$750.00
Deploy	$10,000.00	100.00%	$10,000.00	--	--	--	--
BUDGET TOTALS	**$100,000.00**		**$49,250.00**		**$2,880.00**		**$47,870.00**

TOTAL AMOUNT DUE **$47,870.00**

INVOICING TEMPLATE OPTIONS

Time & Material | Milestone | Fixed Fee Project | Monthly Retainer | Progress Billing

THE IFISH GROUP CASE STUDY

Learn how BigTime's invoicing made it possible for The iFish Group to get paid two weeks faster.

The reconciliation between project financials in QBO is way better. Invoicing out of BigTime and then directly posting it to QuickBooks allows for zero human error to be introduced.

SCOTT SCHRIBER
Director of Operations | The iFish Group, Inc.

READ CASE STUDY

ABOUT BIGTIME

BigTime takes the guesswork out of utilization, capacity planning, and project profitability. Our award-winning PSA software provides project planning, budgeting, time- and expense-tracking, and invoicing, all backed by uber-cool reporting and analytics.

We help accountants, architects, engineers, IT-services firms, and scientific and management consultants budget, track, and bill their most important asset: time.

Looking to power up your professional services organization?

Click the button below to request a personalized demo

REQUEST PRODUCT TOUR

BIGTIME

1-866-BIGTIME
311 South Wacker Drive, Suite 2300, Chicago, IL 60606