

Billing Template (Example Only)											
Billing Category	Sub Category	Hours Calc	Amount Calc	Add 1 Hr Per	Rate	Amount	Rate w/ OH&P	Cost + OH + P	Cost + OH & P	Overhead %	Profit %
Labor							x			10	5
Material							x			10	5
Additional Labor							x			10	5
	Project Management	x			8	\$125.00					
	Project Engineer	x			8	\$115.00					
	Superintendent	x			8	\$115.00					
	Safety Coordinator	x			8	\$113.00					
	Foreman Supervision	x			8	\$113.00					
	Stock/Scrap/Clean Up	x			4	\$75.00					
Additional Material							x			10	5
	Consumables		x			\$50.00					
	Misc. Materials		x			\$50.00					
Fees							x			10	5
	Clean Up/Enviro Fees		x			\$125.00					
	Dump - Full Load		x			\$300.00					
Rentals										10	5
	Equipment - Scissor Lift	x			8						
	Equipment - Fork Lift	x			8						
	Equipment - Boom Lift	x			8						
	Equipment - Scaffold	x			8						
	Tools - Small/Hand Tools Full Day	x			8						
	Tools - Large Tools Full Day	x			8						
Services										10	5
	Update "As Built" Drawings		x			\$115.00					
Transportation							x			10	5
	Parking - Full Day		x			\$36.00					
	Delivery/Pick Up - One Way		x			\$100.00					
	Delivery Equipment		x			\$100.00					
	Delivery Material		x			\$100.00					

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These are optional default items available to select when pricing an FWO. This can be customized after, per project.

Add or delete categories and subcategories as needed.

Select this checkbox if you want to calculate the item based on the total hours of labor tracked on the FWO. Example: For every 8 hours worked, charge 1 hour of Project Management time at a rate of \$125.

Select this checkbox if you want to charge the rate by manually entering hours for each line item.

Set the hour limit for each "Hours Calc" (C) line item. The system will add one hour of the Sub Category at the rate defined in column F for every (x) amount of labor hours worked. Define (x) here.

The rates and amounts should be inclusive of your overhead and/or profit. You will have the opportunity to break out the OH&P percentages when pricing the FWO. You must first calculate the final amount then the system will back out the OH&P.

Choose from these three options of how you want to break out the rates and amounts defined in columns F and G. This is how the data will be displayed on the pricing breakout in your change order request package.

Enter the percentages for OH&P per line item.

This is the default billing template for additional pricing items. Adjust it at the company level under "My Templates" will affect the default template for the whole company. This can be edited per project as well.