

## 9. Billing Docket

[client ltd]	Date opened
[contact info]	Job #
[billing info]	Date closed

Services	Hours	Rate	Cost	Selling price	Gross income
Account services					
Project management					
Creative development					
Writing & editing					
Design & mock-up					
Art direction					
Development/coding					
Animation/motion					
User testing					
Copy proofing					
Meetings					
File preparation & production					
Administration					

External expenses	Cost	Selling price	Gross income
Materials & shipping			
Hardcopies			
Outside creative & art			
Writing			
Translation			
Printing			
Outside production services			
Research			
Other			

Sub-total	\$
Markup [ %]	\$
Total	\$
Correspondence costs	\$
Sales & expenses	\$
<b>Totals</b>	<b>\$</b>