

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	\$
				Totals	\$