

Traditional Style with Projects Summarized

Description: This invoice format is summarized by project in a clean and concise layout. Any time not associated with a project is listed in detail with comments directly from the time entry. Expenses are broken out into a separate section at the bottom.

Notes

- **For best results do NOT click the Compose tab** when working with this invoice format. If you click on the Compose tab you will have to delete some additional summary rows that are not hidden during the compose process.
- The default date for summarized projects is the actual complete date of the project. However, you can customize the format to put whatever date works best for your billing cycle.

Professional Services

10/01/2008	IRS Correspondence for special case.	Comments from individual time entries not associated with a project
10/01/2008	General consulting for estate planning.	
10/31/2008	Individual Tax Return	
10/31/2008	Monthly Payroll	Summarized project
Total Professional Services		

Direct Expenses

10/01/2008	UPS charges	Comments from individual expense entries not associated with a project
Total expenses		