



Overview

The “green sheets” form the backbone of FIPRA’s billing system. In many cases they are sent on to the client directly, giving them reassurance that they are paying for useful work. Even on clients where the detail is not passed on, the timesheets can justify us in asking for higher fees when needed.

A separate green sheet should be submitted for each client each month *within three days of the month ending*. Where more than one person in a unit has been working on an account, all people should be listed on the same green sheet.

Practicalities

Please fill in a date for *every line* on the sheet in Column A

Please fill a description of the activity in column B. Please bear in mind that these are usually cut and pasted directly into the client bill, so they must be meaningful to the client and free from excessive jargon and abbreviation. Thought should also be given to confidentiality, particularly of contact names within institutions.

Please enter the number of hours worked in column C. Hours should be rounded down to the nearest quarter hour. Please enter as decimals; e.g. three and three quarter hours is 3.75, *not* 3.45 (otherwise you will end up undercharging).

Please enter your charge-out rate in column D. If you are unsure of your charge-out rate, please ask Peter-Carlo Lehrell.

Column E should then calculate automatically.

Submission

Please send your green sheets to the Account Director of the project and cc them to Mila.Novakova@fipra.com. Invoices may be submitted at the same time, although may be subject to revision by the account director. Alternatively, invoices may be submitted later when the Account Director has approved the green sheet.

Please note that invoices cannot be sent to clients until all green sheets relevant have been received, thus a late green sheet will hold up billing and thus payments for all units concerned. Furthermore, the Lead Office cannot be held responsible if a green sheet or disbursements invoice arrives after the bill has been sent to the client; the work may become unbillable.

If for some reason (e.g. Christmas) you will not be present to submit your green sheet, please ensure that the sheet is sent in before you depart.