* General
  + All available BTs should be considered
    - This includes “optional”, “additional”, “case by case” - anything that could possibly be charged at any point
    - Except we can ignore “included” BTs
  + BTs are generally hidden in the text itself -> not broken out cleanly in a table
  + All usage BTs will be monthly in arrears
* Item Name:
  + License Fee
    - This is the big flat monthly fee - typically won’t have a name
  + Use best judgement referencing the name listed
  + Keep it clean and short
* Total Price: use listed price
* Quantity: always 1
* Service Start Date:
  + Signature date
    - If not available, use the contract effective date (first page of each contract)
* Billing Start Date:
  + 1st of the month
    - If revenue starts in the middle of the month, billing will start at the beginning of that month
* Months of Service:
  + Use contract term length - will be under the “Term” clause
    - “13. Term. The Term of this Agreement shall”
  + For BTs that go for a specific period of time (i.e. 6 months) - match that length
* Frequency:
  + Monthly for usage BTs
  + Set to None for one-time
* Net Terms:
  + Look for a clause like the below
    - “А.3 - Раyment Schedule VieFUND is paid on a monthly basis. Payment is due within fifteen (15) days of delivery of an invoice. Invoicing is at the beginning of the first month.”
  + If not stated, default to Net 15
* Tier-unit BTs
  + [Example](https://garage.tabsplatform.com/prod/contracts/08b1b53d-2cde-4b78-9ca3-c87ef1416a70/terms/revenue)
    - “The first 3000 nominee plans would have a cost of 50 cents per plan. There after each additional 3000 nominee plans reduce to 5 cents less, until it is 5 cents per plan per month then no more reduction. Basically any plan after 30,000 plans is a 5 cent per plan.”
    - This will require a 10 tier, tier\_unit BT that cascades
* Additional instructions
  + Exclude the following:
    - Late Fees
    - Travel Expenses
    - Returned Payment
    - Report Modification
    - Data Conversion
    - Onsite Charges
    - Any of the charges listed under the "Additional Charges" section
  + If a unit price has a range (i.e. $150-$200 per hour) set this to $1
  + If the below BTs exist, make sure to include
    - KYP Tool
    - Kronos
    - Responsive App
    - Data Conversion Product (if not price listed, should be a $1 unit BT)
  + Report fee should be $250 flat BT NONE frequency if available
    - The hourly rate should be a monthly BT in arrears
* Additional Examples
  + [Example 1](https://garage.tabsplatform.com/prod/contracts/01d32dcb-efc6-4e78-9d05-a855478f5044/preview)
  + [Example 2](https://garage.tabsplatform.com/prod/contracts/0fb51adc-6dcd-4960-b32c-78a5b867277b/terms/revenue)