1. Steps to process

* Where amendments exist, ensure original BTs are adjusted or supplemented according to the amendment's changes.
* Can process net new BTs from amendments under the amendment instance in garage.
* **Billing Start Date**
  + Use the contract start date or onboarding start date, whichever is explicitly listed for each service period.
    - When contracts says “will start X weeks or months from signature date,” make this calculation to determine when the individual BT will start
      * Use the largest time unit listed - so if 4-6 weeks, use 6 weeks
* **Service Start Date**
  + Same as billing start date
* **Months of Service**
  + Calculate based on the duration specified for the service or fee.
  + If listed monthly, default to 12 months unless specified otherwise.
    - Many terms will be open ended, in which case we are defaulting to 12 months
  + For shorter BTs like onboarding, use the time they list and round up.
    - If 2 weeks -> 1 month
    - If 6 weeks -> 2 months
  + If they don’t list a time frame, use best judgement
* **Frequency**
  + Determine from invoicing terms section mostly
  + If a fixed fee for deliverables is listed, use None.
* **Net Terms**
  + Extract from invoicing terms; typically "Invoices delivered monthly with 30-day payment terms."
  + If not stated, default to 30.
* **Quantity:** use 1 for everything
* **Item Name:** Use the main service description, e.g., "Marketing Execution Team", "Creative & Design Project", etc.
* **Item Description:** Optional unless helpful to distinguish between similar BTs.
* **Total Price:** 
  + Use the monthly fee or fixed project fee as listed.
  + Use the total amount
    - Discounts will be separate negative BTs
* **Special Cases**
  + If an amendment supersedes previous fees, adjust prior BTs to end before the amendment date and add new BTs as per the amendment.
  + [Ensure partial months are prorated if contract specifies prorated billing.]