



JOB COSTING & REPORTING

TIME TRACKING & BILLING

EASY, FAST & COMPLETE

- ✓ Accurately Tracks Time
- ✓ Streamlines Billing & Job Costing
- ✓ 100+ Templates for Billing
- ✓ 350+ Reports to Manage Your Business
- ✓ Increases Revenue
- ✓ Reduces Overhead



The fast solution for billing professional services™

# Time & Bill Professional™

DELUXE EDITION



Companies all over the world use **Time & Bill Professional™** to handle their day-to-day time tracking, job costing, project management, billing, and invoicing tasks. Here's what some of them have said...\*



"A key benefit is how **Time & Bill Professional** can effectively track billable hours to recover costs and to isolate pre-, post-, and production phase hours...with **Time & Bill Professional**, we track time and expenses, and produce project management reports, generate invoices, and track funding against projects."  
— Federal Aviation Administration Multi-Media Group

**Time & Bill Professional** allowed my company to do away with the cumbersome and error prone manual timecards that were the basis of our payroll and product costing systems..."  
— Bill. Schneider, President, Maps, Etc. Company

"Any solution we bring into our firm has to do one thing: Make us money. That requirement applies to practice management software as much as tax preparation, consulting, or valuation analysis software." — Alan Fox, Partner, Fox and Fiorino, P.A.

"The bottom line is that our clients are happier because we serve them better and faster. Our employees are happier because they financially benefit from empowerment. And our profits have grown..."  
— Larry Gray, Managing Partner, Alfermann Gray and Company



**THE IDEAL MANAGEMENT TOOL!**

Everything you need to manage your business and make money



**10 WAYS TIME & BILL PROFESSIONAL™ CAN HELP YOUR BUSINESS SUCCEED!**

**Increases Revenue**  
Powerful time and billing features capture time and expenses.

**Reduces Overhead**  
Saves hundreds of hours of administrative time—cuts your billing time in half.

**Increases Accuracy**  
100% accurate time tracking.

**Streamlines Billing**  
Quickly produces invoices so you get paid faster.

**Keeps You Organized**  
Works the way your business does.

**Increases Cash Flow**  
E-mail bills and get paid faster.

**Controls Time & Expenses**  
Accountability controls for employees and clients.

**Helps You Manage Your Business**  
Detailed reports give you instant financial information. Also integrates with Microsoft® Office Accounting.

**Customizes Billing & Reports**  
Includes industry-specific codes for your business.

**Tracks Job Progress**  
Keep project and client billing on schedule.





**SMART & INTUITIVE!**

Easy to use—adjusts to fit your business the way you run it

**COMPLETE!**

Captures time and expenses and bills clients—all in one program

**EASY, FAST & COMPLETE**

# The Fast Solution for Billing Professional Services™

Professional Services Firms choose **Time & Bill Professional™** for their job management and billing needs. Smart, intuitive, and easy-to-use, **Time & Bill Professional™** will help your company increase revenues, boost cash flow, decrease costs, and save time.

## IDEAL FOR PROFESSIONAL SERVICE BUSINESSES

- Architects
- Structural Engineers
- Attorneys
- Service Contractors
- Civil Engineers
- Mechanical Engineers
- Designers
- IT Consultants
- Computer Consultants
- Business Consultants
- Temp Agencies
- Surveyors
- Transcription Companies
- Marketing Consultants
- Testing Labs
- Other Service Businesses

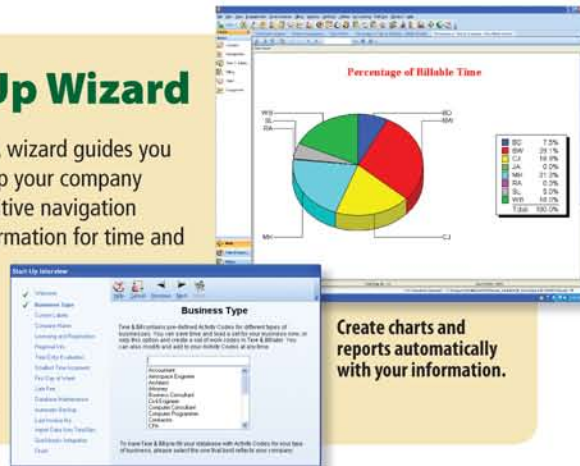


Invoice Register by Client for a law firm details the date, invoice number, contact and company, matter name and billing amount.

## 1 Easy Set-Up Wizard

Get started quickly and easily. A wizard guides you through each stage of setting up your company and client information. The intuitive navigation menus make it easy to add information for time and expenses, billing, clients, job costing, project management, and firm management.

Interactive wizards guide you through each step of entering your company, employee, and client information.

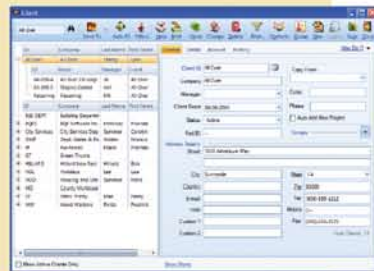


Create charts and reports automatically with your information.

## 2 Fast Time & Bill Tracking

**Time & Bill Professional™** makes time tracking and billing automatic. The application includes dozens of invoices and billing templates. Enter time in as few as three keystrokes. The software handles hourly, overtime, fixed fee, hourly not to exceed, and recurring contract types. Routine tasks are easy to launch with just a click of a button.

Easily navigate through each section.



## 3 Complete Time & Bill Management Package

**Time & Bill Professional™** incorporates business functions of time and expense tracking, project management, and billing in a complete package. It is designed to accommodate all of the complex billing and management needs of today's professional service firms—into one complete and flexible solution that adapts to your business.

### IN MINUTES YOU CAN CREATE

- Invoices and estimates
- Client retainers and project retainers
- Drill down reports—summary/details
- Expenses by multiple categories
- Aging reports

"Time & Bill Professional saves me countless hours a month and we have all the reports we need to manage our billings better...no more time lost or not logged. A history of projects is just a click or two away..."

— Mark Henderson, Partner, AccuServ Construction Administration Services\*





# Accurately Tracks Time & Streamlines Billing

No need to change the way you do business! **Time & Bill Professional™** is tailored for professional service businesses, engineered with powerful time-tracking and billing tools, previously reserved for Fortune 500 companies, and now available for small to medium size firms at a fraction of the cost.

**PROFESSIONAL!**

Enter time and get intelligently generated invoices

**SIMPLE TIME CARDS!**

Track time accurately and bill time automatically

**TIME TRACKING & BILLING**

## Time Tracking Features

Simple Time Cards allow you to capture 100% of billable time. Automatic time tracking easily integrates with your business processes to create time and expense entries, track overtime and compensation time, track sick days, vacation days and holidays, and record unlimited length notes for time and expense. Sophisticated time tracking allocates hours per employee per activity for projects.

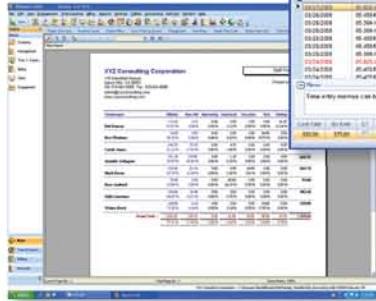
### BENEFITS FOR YOUR BUSINESS

- Increases revenues
- Saves administrative and professional time
- Increases cash flow – get paid faster

**E-MAIL BILLS!**

Reduce the payment cycle and get paid faster

Staff Performance Report shows hours worked by each employee, date, billable and non-billable time, marketing, overhead, vacation, sick days, and holiday hours.



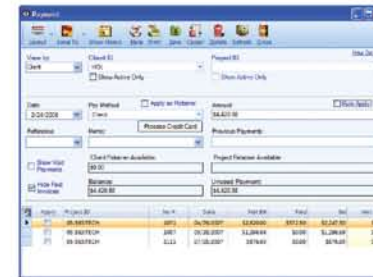
Time Entry screen shows hours worked by employee, date, project ID, activity code, description, and billable client.

## Billing Features

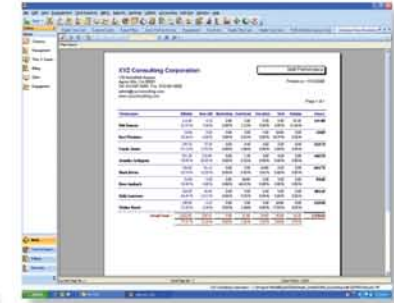
The powerful automated billing system provides billing based on hourly, fixed fee, hourly not to exceed, and recurring contract types. Bills can be created for each phase of the project separately and saved as PDF files and emailed.

### BENEFITS FOR YOUR BUSINESS

- Provides accurate, real-time billing
- Reduces lost time and lost revenue
- Increases accuracy of billing per hour
- Increases job and overall business profitability



Viewing payments is quick and easy, and includes information for payments received for both client invoices and retainer fees.



Quickly review employee and staff billing performance!

**100+ TEMPLATES!**

Use standard invoices and statements or customize them for your business



Aging Summary with Credits tracks client billing and account balances from current date to 90 days past—keeping you informed on each client's account status.

## Award-Winning Software\*

- CNET Editor's Choice Award – 5 Stars
- The CPA Technology Advisor – Perfect 5 Stars Review
- Law Office Computing – 5 Star Review



"You can definitely make a lot more money using Time & Bill Professional. It has never been easier for us to charge for our labor with this powerful program that shows your company's projects, clients, employee billing rates, and expenses. A few clicks and it creates an accurate record of your hard work."

— James McCaul, Superior Engineering\*





# Powerful Job Costing & Reporting Features Help You Manage Your Business

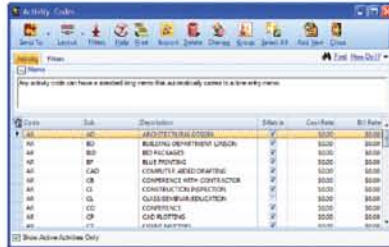
**Time & Bill Professional™** incorporates the business functions of job costing and reporting to accommodate the comprehensive management needs of today's professional services firms. This gives you a flexible and complete solution to job costing and reporting that adapts to the way you do business and provides the tools you need to analyze and manage your business successfully.

## Job Costing Features

Customized job costing features allow you to create estimates, manage projects, and track and report each phase separately. In addition, you can create consolidated reports for all phases of a job.

**POWERFUL!**

Creates estimates to help you keep your business profitable



The Activity Codes feature allows you to assign codes and dollar amounts to professional tasks or services.

## Keep Your Jobs On-Time

Unique features allow you to assign costs by project, (legal) matter, or client engagement—all customized features designed for professional service businesses.



Expenses are recorded on the expense log and factored into the client's budget and job costing report.

## BENEFITS FOR YOUR BUSINESS

- Maximizes revenue and cash flow
- Keeps projects on-time
- Prepares costs and reports for clients, by engagement, project, or matter

**350+ VALUABLE REPORTS!**

Track P & L, employee performance, office profitability, and more!

## INDUSTRY SPECIFIC JOB COSTING FEATURES

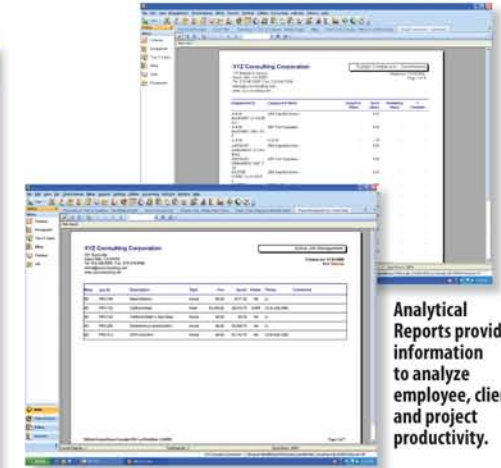
- Engagement phases
- Joint invoices
- Sub-consultants
- Project address
- Security
- Time and expense approval
- Project management
- Retainers

## Reports, Reports, Reports!

**Time & Bill Professional™** provides many reports to help you manage your business, evaluate staff performance, and identify problems in your business processes. You don't have to conform to what other "packaged solutions" include. Summary and detailed reports are customized for your business.

## HUNDREDS OF REPORTS

- Aging summary with credit
- Project manager billing analysis
- Staff performance by project
- Profit and loss
- Retainer summary
- Timekeeper time card summary
- Project billing schedule
- Project control hours comparison
- Cash receipts by client
- Open purchase orders
- Gross margins
- Staff billing
- Billing and cost summary
- Expense summary
- Activity summary
- and many more...



Analytical Reports provide information to analyze employee, client, and project productivity.

"Time & Bill Professional is the easiest way we've found to support the business of architecture for professionals busy being architects..."

— Kevin Harris, AIA, Kevin Harris Architect, LLC\*





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**Customer Satisfaction Guarantee**  
 Individual Software guarantees that this product meets our highest quality standards. Our FREE technical support by toll-free (800) number is a demonstration of our commitment to Customer Satisfaction. Additionally, if, for any reason within 30 days of purchase, we cannot ensure that the software will work on your system, we will gladly replace the software, exchange it for another product or refund your money.



**Individual Software Inc.**, 4255 Hopyard Road, #2, Pleasanton, CA 94588-9900  
 Toll-Free Technical Support & Customer Service: (800) 331-3313 or  
[www.individualsoftware.com/support](http://www.individualsoftware.com/support)

**SYSTEM REQUIREMENTS**

- Intel Pentium or equivalent
- Microsoft® Windows® Vista and XP
- 220 MB Hard Drive space available
- CD-ROM Drive
- SVGA video or higher
- Windows Printer

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\*Awards and quotes are from BillQuick. Time & Bill Professional is a derivative of this product.



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