

- Hardware/Software is billed as it is delivered to the client's location; invoices are sent via email from QuickBooks and come in PDF format (see sample below).
- Services rendered are billed the first week of the following month; invoices are sent via email from ConnectWise and come in PDF format (see sample below).
- Statements are emailed on accounts with balances over 30 days around the 15th and 30th of each month.
- Terms: net 30. Invoices older than 60 days will be subject to a monthly finance charge of 1.5%.
- You can contact our accounting department at 309.762.3589 ext 202 or email accounting@go2rcg.com.

QuickBooks (Hardware and Software) Invoice Sample -



P.O. Box 1182
Moline, IL 61266-1182

Invoice

| Date | Invoice # |
|-----------|-----------|
| 7/21/2008 | 2543 |

| |
|------------------|
| Bill To |
| Moline, IL 61265 |

| Date | Description | Qty | Rate | Amount |
|---|--|-----|--------------------------|------------|
| 7/21/2008 | Microsoft SMB Windows Device CAL Software Assurance 20 clients | 1 | 875.00 | 875.00 |
| 7/21/2008 | Microsoft SMB 5 Cal Software Assurance | 3 | 225.00 | 675.00 |
| 7/21/2008 | Microsoft SBS Windows Device CAL 5 licenses | 1 | 250.00 | 250.00 |
| 7/21/2008 | Microsoft SMB Windows Server Software Assurance | 1 | 350.00 | 350.00 |
| | | | Sales Tax (7.25%) | \$0.00 |
| As of March 1, 2009 outstanding invoices greater than 60 days will be subject to a monthly 1.5% finance charge. | | | Total | \$2,150.00 |
| | | | Payments/Credits | \$0.00 |
| | | | Balance Due | \$2,150.00 |

ConnectWise (Agreements and Labor) invoice sample –



RCG - Rouse Consulting Group
PO Box 1182
Moline, IL 61266-1182
309-762-3589

| |
|--------------------------------------|
| Bill To: |
| Davenport, IA 52807 United States |

| | |
|----------------|----------------|
| Date | Invoice |
| 7/21/2008 | CW113 |
| Account | |
| | |

| | | | |
|--------------|-----------------|------------------|------------------|
| Terms | Due Date | PO Number | Reference |
| Net 10 days | 7/31/2008 | | |

| Services | Staff | Hours | Rate | Amount |
|--|--------------|----------------------------|-------------|---------------|
| <u>Billable Time & Materials Services</u> | | | | |
| System Engineer | Matt Z. | 3.00 | 100.00 | 300.00 |
| Total Services: | | | | 300.00 |
| Make checks payable to Rouse Consulting Group, Inc. | | Invoice Subtotal: | | 300.00 |
| As of March 1, 2009 outstanding invoices greater than 60 days will be subject to a monthly finance charge of 1.5%. | | Illinois Sales Tax: | | 0.00 |
| | | Invoice Total: | | 300.00 |

Thank you for your business!