

## **Billing – Have it your way.**

**Time and Material bill.** Over 500 “material and labor format codes” are included to offer unparalleled T & M billing flexibility. You can reprint the original invoice at anytime and change the format (if necessary) by selecting from any of the 500 format codes. Preview Invoices on-screen to catch any last-minute mistakes.

**Progress bill.** Used primarily for Contract Jobs, the progress bill gives you the freedom to bill as often as you like during the job and for any amount. The “Accumulated Costs and Charges by date range” can be used as a guideline when determining how much you’re entitled to bill for.

**Service Work Order/Bill.** The Service Work Order/Bill is used to collect payment on work performed immediately upon completing the job. The customer is asked to sign the Work Order/Bill which can show all work performed, total amount due and method of payment (cash, check, credit card). A carbonless second copy is brought back to the office for processing.

**Flat Rate Bill.** Create as many Flat Rate tasks as you need. Use the “Kit Costing” to determine what each Flat Rate task truly costs.

The screenshot displays the COBRA Billing Center software interface. The window title is "Cobra for Windows 8.8.271 - [Billing Center]". The menu bar includes File, Edit, GoTo, View, Options, and Help. The toolbar contains icons for New, Find, All, Save, Print, Preview, PMT, Help, and Exit. The main area is divided into several sections:

- Invoice Information:** Invoice 3120, Job Number 200029, Job Location 123 EAST 54TH ST, Job Description REPLACE ITEMS IN MAIN BATH, UTILITY. Customer Account 100520, Customer Name ACME BAKERY, Invoice Date 10/22/2002, Invoice Status OPEN.
- Invoice Settings:** Invoice Type (A,D,F) D, Invoice Format Code Kf, Final Bill? Y/N Y, Close Job? Y/N Y, Close Date 10/22/2002, Authorized By, Print Message? Y/N Y, Invoice Notes REPLACE ITEMS IN MAIN BAT, Reference, Credit Terms NET 30 DAYS, Taxable? Y/N Y, Tax Code A, Limit to Page.
- Invoice Discount:** Discount? checkbox. Material section: Disc Mat % 0, MU Desc, Mat \$ (highlighted). Labor section: Disc Lab % 0.2, MU Desc, Lab \$ (highlighted).
- Accounts Receivable Info:** A light blue box containing the following data:

Accounts Receivable Info.	
Original Invoice Amount	316.45
Original Sales Tax	12.60
Original Retainage	.00
Last Pay Date	
Aging Days	0
Open Balance	316.45
Open Sales Tax	12.60
Open Retainage	.00
Last Pay Amount	.00

The status bar at the bottom shows COBRA Date: 10/22/2002, 10/22/2002, 2:21 PM.

**See next page for sample Invoices.**



**COBRA Contractors Software**  
 10550 Brun Road East Suite 200  
 Minnetonka, MN 55343  
 P: 952-933-2307 F: 952-933-4967

**INVOICE**

<b>INVOICE</b>	<b>3120</b>	<b>PAGE</b>	<b>1</b>
<b>DATE</b>	10/22/2002		
<b>REFERENCE</b>			
<b>TELEPHONE</b>	612-933-4510		
<b>JOB NUMBER</b>	200029		
<b>FORMAT</b>	Kf		
<b>ACCT</b>	100520		
<b>SNAME</b>	ACME		
<b>SOLD BY</b>			
<b>AUTHORIZED BY</b>			

<b>CUSTOMER</b>
ACME BAKERY 123 EAST 54TH ST SUITE 300 EDINA, MN 55455

<b>JOB LOCATION</b>	<b>JOB DESCRIPTION</b>
123 EAST 54TH ST EDINA, MN 55455	REPLACE ITEMS IN MAIN BATH, UTILITY ROOM AND BASEMENT.

CALL US TO CHECK YOUR FURNACE AND HAVE  
YOUR DUCTS CLEANED.

Quantity	Material / Work Description	Charge	
	THE PLUMBER FOUND THAT THE PIPES FROM THE TOILET TO THE MAIN PLUMBING OUTLET WILL NEED DRAINING IN THE NEAR FUTURE. WE WILL CALL YOU.		
1.00	CR1912DL 1/2 CP COMP ANG CL SP	10.67	
1.00	1-12DL 3/8ODX12 CP CLOS RISER	2.55	
1.00	3-559 WHITE INSUL RADCLF TANK	102.96	
1.00	1/4 JOHNI-BOLT	2.97	
1.00	REGULAR BOWL WAX RING	.72	
1.00	3-190 12" CRANE WHITE BOWL	70.74	
1.00	930045T 3.0 GAL CRANE FLAPPER	3.24	
	Material Sub Total	193.85	
	Material Tax	12.60	
	Material Total	206.45	
	Labor / Work Description	Hours Rate Charge	
	JOHN L DOE	1.00 75.00 75.00	
		Labor Total	75.00
	Direct Charge Description	Charge	
	PERMIT FEE	35.00	
	Direct Total	35.00	

Control how the T&M Job Detail prints on the Invoice... show as much or as little detail as needed. Reprint any Invoice at any time...even changing the look of the Invoice.

<b>AMOUNT DUE</b>	<b>316.45</b>
-------------------	---------------

COBRA 6110 Blue Circle Drive Suite 245 Minnetonka, MN 55343	<b>CUSTOMER</b>	ACME BAKERY		
	<b>ACCT</b>	100520	<b>INVOICE</b>	3120
	<b>DATE</b>	10/22/2002		
	<b>AMOUNT DUE</b>	316.45		
	<b>PAYMENT</b>			
<b>TERMS</b>	NET 30 DAYS			

Remittance Advice that Customers return with payment takes the work out of finding the right Invoice to pay.



**COBRA Contractors Software**  
 10550 Bren Road East Suite 200  
 Minnetonka, MN 55343  
 P: 952-933-2307 F: 952-933-4967

**INVOICE**

CHAMBER OF COMMERCE  
 100 MAIN STREET  
 SPOONER, WI 54801

INVOICE	361422
DATE	08/09/2002
REFERENCE	
TELEPHONE	715-555-1029
JOB NUMBER	372397
FORMAT	**
ACCT	106138
SNAME	COC
SOLD BY	
AUTHORIZED BY	

**JOB LOCATION**

100 MAIN STREET  
 SPOONER, WI 54801

**JOB DESCRIPTION**

NEW OFFICE

CONTRACT AMOUNT	105,000	
ADDITIONAL CHANGE ORDERS ADD	3,250	
CONTRACT TO DATE	108,250	
BALANCE TO COMPLETE	-5,000	
COMPLETED TO DATE	80,000	
LESS 10% RETAINAGE	-8,000	
TOTAL COMPLETE LESS RETAINAGE	72,000	
LESS PREVIOUS BILLING	-20,000	
AMOUNT DUE THIS INVOICE		52000.00

Page 1

**PAY THIS AMOUNT**

**52000.00**

Cobra Software  
 10550 Bren Rd E.  
 Suite 200  
 Minnetonka, MN 55343

CUSTOMER	CHAMBER OF COMMERCE		
ACCT	106138	INVOICE	361422
DATE	08/09/2002		
AMOUNT DUE			52000.00
PAYMENT			

**TERMS** DUE UPON RECEIPT

LATE FEE IS 18% ANNUALLY

Free Form Invoices allow you full control over your Progress Billings. Use COBRA's WIP Reports or on-screen "Cost vs Billed" feature to help determine what you should be billing for.



**COBRA** Contractors Software  
 10550 Brun Road East Suite 200  
 Minnetonka, MN 55343  
 P: 952-933-2507 F: 952-933-4667

**INVOICE**

<b>INVOICE</b>	<b>3122</b>	<b>PAGE</b>	<b>1</b>
<b>DATE</b>	10/23/2002		
<b>REFERENCE</b>			
<b>TELEPHONE</b>	612-933-4510		
<b>JOB NUMBER</b>	200029		
<b>FORMAT</b>	**		
<b>ACCT</b>	100520		
<b>SNAME</b>	ACME		
<b>SOLD BY</b>			
<b>AUTHORIZED BY</b>			

<b>CUSTOMER</b>
ACME BAKERY 123 EAST 54TH ST SUITE 300 EDINA, MN 55455

<b>JOB LOCATION</b>	<b>JOB DESCRIPTION</b>
123 EAST 54TH ST EDINA, MN 55455	REPLACE ITEMS IN MAIN BATH, UTILITY ROOM AND BASEMENT.

CALL US TO CHECK YOUR FURNACE AND HAVE YOUR DUCTS CLEANED.

MAIN BATH 5' X 14' FIBERGLASS BATHBAY W/ SINGLE HANDLE MOEN FAUCET DROP-IN LAVATORY W/ MOEN FAUCET WHITE TOILET W/ SEAT	950.00
UTILITY ROOM SINGLE COMPARTMENT LAUNDRY TUB WALL BOX DRAIN W/ HOT AND COLD SHOWER	585.00
BASEMENT 40 GALLON GAS HOT WATER HEATER FLOOR DRAIN OUTSIDE LAWN FAUCET 2ND OUTSIDE LAWN FAUCET	650.00
CHANGE ORDER #1 REPLACED STOOL IN EMPLOYEE WASHROOM	265.00
<b>AMOUNT DUE 2450.00</b>	

COBRA 6110 Blue Circle Drive Suite 245 Minnetonka, MN 55343		<b>CUSTOMER</b> ACME BAKERY <b>ACCT</b> 100520 <b>INVOICE</b> 3122 <b>DATE</b> 10/23/2002 <b>AMOUNT DUE</b> 2450.00 <b>PAYMENT</b>
<b>TERMS</b> NET 30 DAYS		

Residential Jobs are a breeze to Invoice. Use COBRA's exclusive "Copy Proposal to Invoice" feature to quickly create accurate Invoices.