

# FrontinoReporting, LLC - Production and Billing Worksheet

Job No.	Caption	Reporter	Agency
Job Date	Turn-in Date	Start/End Time	Job
Zoom	In Person	Location	Conf Room
Interpreter		Venue	Office Bill Date
			Reporter's Invoice
			Bill App Fee

Insert full witness' name - Pages, i.e. 1 - 200 - Admin, number of pages before testimony. i.e., caption, app pg, index - Exhibits, Smith 1 - 12

Witness 1	Pages	Time	Admin	Exhibits
Read?	Send to (email or address) - SI			
Witness 2	Pages	Time	Admin	Exhibits
Read?	Send to (email or address) - SI			
Witness 3	Pages	Time	Admin	Exhibits
Read?	Send to (email or address) - SI			
Witness 4	Pages	Time	Admin	Exhibits
Read?	Send to (email or address) - SI			
Witness 5	Pages	Time	Admin	Exhibits
Read?	Send to (email or address) - SI			

Exhibits are never to be mailed USPS. Call the office for instructions pertaining to delivery of exhibits

List exhibits retained and by whom	Original Exhibits Returned to	Special Instructions
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	1		3		5		
ATTORNEY 1	2	4	Rough	Realtime			
WITNESS(S)	ORDER	DELIVERY	TYPE	PAGES	RATE	AMT	

## Reporter Billing

Instructions

	1		3		5		
ATTORNEY 2	2	4	Rough	Realtime			
WITNESS(S)	ORDER	DELIVERY	TYPE	PAGES	RATE	AMT	

## Reporter Billing

Instructions

**FrontinoReporting, LLC - Production and Billing Worksheet - Page Two**

	1		3		5		
<b>ATTORNEY 3</b>	2		4			Rough	Realtime
<b>WITNESS(S)</b>	<b>ORDER</b>	<b>DELIVERY</b>	<b>TYPE</b>	<b>PAGES</b>	<b>RATE</b>	<b>AMT</b>	

**Reporter Billing**

Instructions

	1		3		5		
<b>ATTORNEY 4</b>	2		4			Rough	Realtime
<b>WITNESS(S)</b>	<b>ORDER</b>	<b>DELIVERY</b>	<b>TYPE</b>	<b>PAGES</b>	<b>RATE</b>	<b>AMT</b>	

**Reporter Billing**

Instructions

	1		3		5		
<b>ATTORNEY 5</b>	2		4			Rough	Realtime
<b>WITNESS(S)</b>	<b>ORDER</b>	<b>DELIVERY</b>	<b>TYPE</b>	<b>PAGES</b>	<b>RATE</b>	<b>AMT</b>	

**Reporter Billing**

Instructions

	1		3		5		
<b>ATTORNEYS 6</b>	2		4			Rough	Realtime
<b>WITNESS(S)</b>	<b>ORDER</b>	<b>DELIVERY</b>	<b>TYPE</b>	<b>PAGES</b>	<b>RATE</b>	<b>AMT</b>	

**Reporter Billing**

Instructions

**Subtotal**

**TOTAL**

**Status**

**Payment Type**

**Date**

**Amount**

FOR OFFICE USE ONLY

**SUMMARY for Job No.**

**Job Date**

**Caption**

**Invoices**

**Amount**

**Invoices**

**Amount**

**Invoiced Non-Reporter Charges**

**Video/Interpreter**

**\*Other**

**\*\*Billables**

**Invoiced Total minus Billables**

**Invoiced Total**

**10% Referral**

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**Reporter Invoice**

**Amount**

**Reporter Inv & 10%**

**Profit**

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**\*Other**

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Payments

Payment Method

Dates

Balance Due

Reporter Invoice Amt

10% Referral

Comments

Profit - No Referral Fee

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\*\*Billables is total amount paid to non-reporter vendors and not subject to 10% Referral

\*\*\*Billables minus Reporter Invoice and 10% Referral equals Net Profit