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**SAMPLE**

**BILL TO:**  
Jocelyn Smith  
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**INVOICE #:** SMIJOC-051324-002  
**INVOICE DATE:** January 13, 2023  
**GST/HST ACCOUNT #:** XXXXX XXXX RTXXXX

**AMOUNT DUE: \$86.40** + applicable taxes  
(calculated at checkout; N/A with Purity Balance)

**CLICK TO PAY**

LCG = Low-Cost Guarantee  
SL = Speaker Labelling (15%)  
TS = Time Stamps (5%)

<u>Transcript filename</u>	<u>A/V filename</u>	<u>Mins</u>	<u>Chars</u>	<u>Lines</u>	<u>\$1/min</u>	<u>10¢/line</u>	<u>LCG</u>	<u>SL</u>	<u>TS</u>	<u>Cost</u>	<u>Savings</u>
Board briefing.docx	Board briefing.mp3	30	34611	532.5	\$30.00	\$53.25	\$30.00	\$4.50	\$1.50	\$36.00	\$23.25
Phone interview-8538.docx	Phone interview-8538.mp3	42	69340	1066.8	\$42.00	\$106.68	\$42.00	\$6.30	\$2.10	\$50.40	\$64.68
<b>SUBTOTAL:</b>										<b>\$86.40</b>	<b>\$87.92</b>