## Invoicing

<table>
<thead>
<tr>
<th>Manual</th>
<th>Computer</th>
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</thead>
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### Typing invoice
- **(3 - 6 min/200-400/month)**

### Typing labels for associated publications
- **(1-4 min)**

### Typing envelope for invoice and inserting
- **(1-2 min)**
  - 1650 - 8000

### Note in fakturer
- **(0.5 min/invoice)**
  - 170 - 330

### Filing
- same?
- same?

### Noting client no., etc on order card
- **(1.0 min/order)**
  - 330 - 660

(Dispatch - counted under addressing)
(Preliminary sort - counted under addressing)

### Processing
- (3222 facture/rappels per month)
  - **300-500**
    - with ca. 15 lines/document - all considered under addressing)

### Rappels
- **(100/month)**
  - ca 1100

### Payments in fakturan
- **(1.0 min/payment)**
  - 240 - 660

### Payments on payments card
- **(1.0 min/payment)**
  - 240 - 660

### Envelope and paper costs
- same?
- same?

### Monthly totals
- **ca 300**
- **-**

### TOTALS:
- **3460 - 10390**
- **570 - 1320**

### Addressing totals:
- **3850 - 6330**
- **4140 - 7100 +**

### FINAL TOTALS:
- **Bfrs. 7310 - 18720 per month**
- **4710 - 8420 + label cost**

(ESTIMATE OF TOTALS BASED ON PORTION OF PERSONNEL TIME DEVOTED TO ADDRESSING AND INVOICING:

- **10,000 - 18,000**