

Invoicing

	<u>Manual</u>	<u>Computer</u>
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 ^{sales journal} facturier (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 (500 facture/rappels per month 300-500 with ca. 15 lines/document - all considered under addressing)	-	-
Rappels ^{Remuels} (100/month)	ca 1100	-
Payments in ^{sales journal} facturier (1.0 min/payment)	240 - 660	-
Payments on payments card (1.0 min/paument)	-	240 - 660
Envelope and paper costs	same ?	same ?
Monthly totals	ca 300	-
TOTALS:	3460 - 10390	570 - 1320
Addressing totals:	3850 - 8330	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)