

## Billing & Invoicing Cost Assessment

What does it cost your company to create an invoice?

The answer may surprise you. The following information is a general assessment of these costs. Your individual costs may vary, but these figures are based on real world models.

500 Invoices/Bills Monthly		5,000 Invoices/Bills Monthly	
Item	Cost	Item	Cost
Postage	\$0.33	Postage	\$0.235
Envelope - outgoing	\$0.07	Envelope - outgoing	\$0.04
Envelope - return	\$0.07	Envelope - return	\$0.04
Invoice/paper	\$0.08	Invoice/paper	\$0.05
Equipment Depreciation/ supplies	\$0.03	Equipment Depreciation/ supplies	\$0.03
Posting/Lock Box	N/A	Posting/Lock Box	\$0.20
Deposit Fee/Bank	\$0.05	Deposit Fee/Bank	N/A
Labor Cost (Production)	\$0.53	Labor Cost (Production)	\$0.26
Labor Cost (Posting)	\$0.53	Labor Cost (Posting)	\$0.26
2 <sup>nd</sup> Notice	\$0.09	2 <sup>nd</sup> Notice	\$0.09
3 <sup>rd</sup> Notice	\$0.03	3 <sup>rd</sup> Notice	\$0.03
Additional Labor on 2 <sup>nd</sup> /3 <sup>rd</sup> Notice	\$0.35	Additional Labor on 2 <sup>nd</sup> /3 <sup>rd</sup> Notice	\$0.25
Phone Calls / Late Payments	\$0.21	Phone Calls / Late Payments	\$0.21
Cost of Funds (Loss of Interest)	\$0.14	Cost of Funds (Loss of Interest)	\$0.14
Opportunity Loss	Varies	Opportunity Loss	Varies
<b>TOTAL COST</b>	<b>\$2.51</b>	<b>TOTAL COST</b>	<b>\$1.84</b>