

BILLING ONLY ORDERS

- Billing Only Orders can be submitted without a commercial schedule if a spot schedule has not been firmed up with the client but you wish the dollar amount to be invoiced and show on your projections;
- Billing Only orders need to indicate the billing amount and the month(s) it is to be billed;
- Once you have established a spot schedule, please send a revise b.o. in along with your commercial (or upload the commercial in Influence).

When sending in Billing Only orders, please indicate on the b.o. one of the following:

- Billing Only – spot schedule to follow (*meaning a revised b.o. with a spot schedule with be coming at some point*)
- Billing Only – no commercials for this order (*meaning no revised b.o. will be coming with a spot schedule*)
- Billing Only – promo/live mentions only (*meaning no revised b.o. will be coming with a spot schedule*)