

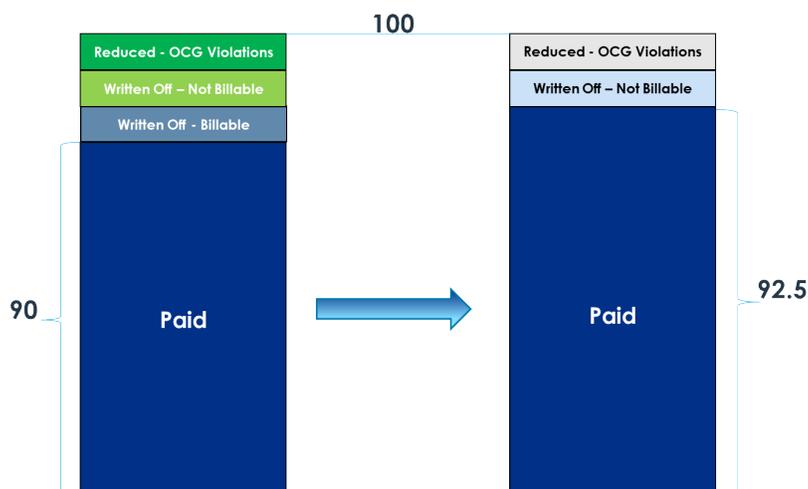
# Billing Data Hygiene Maturity Checklist

Do you have the right visibility into your data?

<p>Early Stage</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Decentralized data (no billing system)</li> <li><input checked="" type="checkbox"/> Summary information only</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Limited task-level detail</li> <li><input checked="" type="checkbox"/> No utilization of task codes</li> </ul>
<p>Developing</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Centralized data/eBilling system</li> <li><input checked="" type="checkbox"/> Task-level detail exists but not clean (vague or block-billed, e.g.)</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Task codes applied; limited enforcement around accuracy</li> <li><input checked="" type="checkbox"/> Gaps in other metadata</li> </ul>
<p>Mature</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Robust task descriptions</li> <li><input checked="" type="checkbox"/> Task codes enforced &amp; accurate</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Work is separated by "discreet task" performed</li> <li><input checked="" type="checkbox"/> Complete metadata</li> </ul>
<p>Advanced</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Work is classified by "discreet task" performed</li> <li><input checked="" type="checkbox"/> Work may be billed by "discreet task" performed</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Extended and enriched metadata</li> </ul>

## Proactive Billing to Manage Expectations

Aligning on correct amount to be billed can help both sides



- Decrease administration time
- Write off the work that will be reduced
- Limit unnecessary write-offs
- Reduce pressure to pre-emptively self-discount