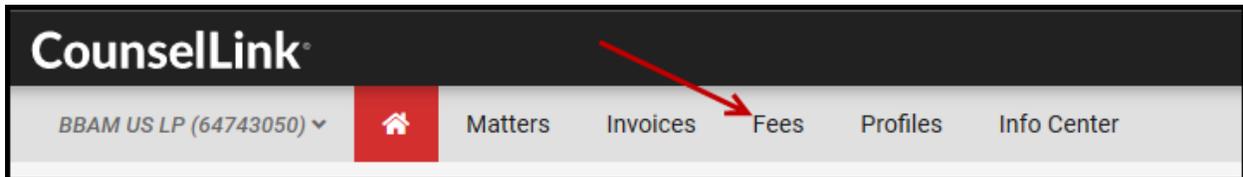


How to Submit a Flat Rate Fee Offer

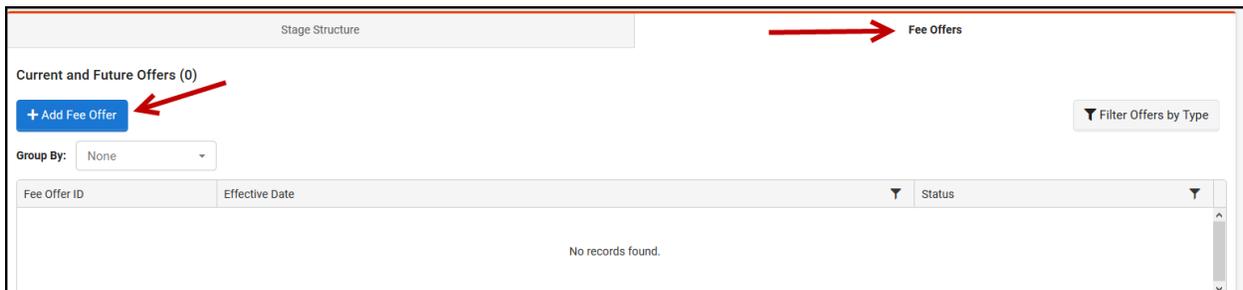
Be sure **BBAM** is selected in the upper left corner of your Counsellink screen and click the **Fees** tab



Click on fee structure ID **8340**

<input type="checkbox"/>	Fee Structure Id	Fee Structure Name
<input type="checkbox"/>	8339	Detailed Hourly Fee Structure in use by BBAM
<input type="checkbox"/>	8340	Flat Fee Structure in use by BBAM
<input type="checkbox"/>	8526	Matrix Fee Structure 1 in use by BBAM

Be sure the **Fee Offer** tab is selected and click the **Add Fee Offer** button



Enter your flat rate in the **Stage Structure** section and click **Save**



Please note that the Fee Type of “Hourly Rate” simply means that this flat fee can be billed multiple times.

Additionally, BBAM has developed Outside Counsel Billing Guidelines and request you review carefully and incorporate these billing guidelines into your billing practices. You may also access this document by going to the **InfoCenter** tab and click **Billing Guidelines**

- Add a check mark in the acknowledgement box and click '**Accept**'