

How to Edit an Existing, Rejected or Voided Fee Offer

Make sure the correct client is selected

- Click the **Fees** tab
- Make sure the **Fee Offers** button is clicked
- Click the **Fee Offer ID Number** of the fee offer you want to edit

Test Client(799559) ▾ Home Matters Legal Requests Invoices **Fees** Calendar User Search Info Center Billing Guidelines Analytics Dashboard

Fees View: ☐ Fee Structures ☒ Fee Offers Saved Views ▾ Save View

Search Fee Offers... Search

Fee Structure Status: Active ✕ Reset to Default Search Tips

Filter Your Results 1-4 of 4 Fee Offers Show 25 ▾ 1 Columns ▾

| Fee Offer Id | Fee Structure Name | Fee Structure Id | Law Office Name | Fee Offer Status | Effective Date | Date Submitted | Reason For Offer | Submitted By |
|-------------------------------------|---------------------------|------------------|---------------------------|------------------|----------------|----------------|------------------|--------------|
| <input type="checkbox"/> 20297309 | Test FS | 2389 | Bruni - AIS, Sacramento | Rejected | 02/27/2013 | 02/27/2013 | | Bruni, Keith |
| <input type="checkbox"/> 5029591105 | N/A Fee | 3312 | Bruni - AIS, Sacramento | Active | 05/16/2017 | 05/16/2017 | | Bruni, Keith |
| <input type="checkbox"/> 5029735970 | HTFX-Contingency | 7373 | Bruni - AIS, Palm Springs | Active | 10/28/2018 | 10/28/2018 | | Bruni, Keith |
| <input type="checkbox"/> 5029591106 | SH - Declined FO Scenario | 7414 | Bruni - AIS, Palm Springs | Pending | 05/16/2017 | 05/16/2017 | | Bruni, Keith |

Fee Offer Status 1-4 of 4 Fee Offers Show 25 ▾ 1

☐ Active 2
☐ Pending 1
☐ Rejected 1

Law Firm Office Name 2

☐ Bruni - AIS, Palm

Click the **+ Copy Fee Offer** button:

Test Client(799559) ▾ Home Matters Legal Requests Invoices **Fees** Calendar User Search Info Center Billing Guidelines Analytics Dashboard

[Back to Fee Offers List](#) 1 of 4 Results

Your client has requested that you review and accept their [Billing Guidelines](#) by 10/20/2020. Copy Fee Offer

Fee Offer: 20297309 Rejected

Submitted By: Bruni - AIS, Sacramento

Rejection Reason: Not at current approved rates

| Fee Offer | | Fee Structure | |
|---|---|--|-------------------------------------|
| Effective Date 02/27/2013 03:18 PM PST | Most Recent Action Fee Offer Rejected | Fee Structure Name 2389 - Test FS | Fee Structure Currency US Dollar |
| Submitted By Keith Bruni | Action Taken By Singh Anoop2 | Area of Law General | Group Type Private |
| Submitted On 02/27/2013 03:18 PM PST | Action Taken On 02/27/2013 03:20 PM PST | | |

Make the necessary changes to the fee offer as requested by the client and click **Submit Fee Offer**.