Non-Billable client

There is an option in BookingsPlus to create a Non-Billable client.

Any bookings which do not need to be charged for during opening hours need to be added to BookingsPlus to limit disruption and to ensure Administrators and Site Staff are fully aware of what is happening in the venue.

If required, there can be a number of Non-Billable Clients e.g. Maintenance, Parents Evenings, Performances etc. Just think about the analysis which will be required from the system.

When a client is set up or edited, you'll notice there's a box at the bottom of the page to select if you are creating a Non-Billable client. This will mean that the booking is non-chargeable & will show up in Grey on the calendar.

New Client

☐ Allow this client to make their own bookings?

Client reference

Company Name   Company number   VAT number   VAT rate

0% Zero Rate ▼

Contact salutation (Mr/Mrs/Dr/etc.)   Address 1

Contact first name   Address 2

Contact last name   City

Contact email   County

Telephone   Post Code

Mobile

Fax number

Notes (for administrator view only)

☒ Non-billable client (Client will not be charged for any bookings)

☐ Exclude from automated invoicing

Client flag

▼

Create Client   Cancel