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

CounselLink [®]								
BBAM US	LP (64743050) 🗸	*	Matters	Invoices	Fees	Profiles	Info Center	
Click on fee structure ID 8340								
	Fee Structure	Fee Structure Id			Fee Structure Name \ominus			
	8339	8339			Detailed Hourly Fee Structure in use by BBAM			
	8340			Flat Fee Structure in use by BBAM				
	8526			Ma	atrix Fee Stru	ucture 1 in use	by BBAM	

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

		Stage Structure		ee Offers
Current and Future (+ Add Fee Offer Group By: None	Offers (0)	-		T Filter Offers by Type
Fee Offer ID		Effective Date	T	Status T
		No records fr	ound.	

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

Stage Structure						
Line #	Stage	Fee Туре	Offered Amount			
1	Flat Fee - Repeatable Billing Stage	Hourly Rate	<u> </u>			

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