

# XIRA.

## Get paid. Automatically.

### BILLING AND PAYMENTS

Three billing models. Automatic collection. Credit card, ACH, and PAD — all in one platform built for professional services.

#### STEP 01 — CHOOSE YOUR BILLING MODEL

##### TIME AND EXPENSE

### Bill by the Hour

Log time and expenses as work happens. Invoice when ready — daily, weekly, or at project close.

- Track hours per task and per team member
- Add expenses with receipts
- Invoice on your schedule
- Ideal for ongoing advisory work

##### FLAT FEE

### Milestone Billing

Set a fixed price and define payment milestones. Invoices release automatically when each milestone is reached.

- Fixed-scope engagements
- Up to 10 milestones per project
- Client sees clear deliverables and amounts
- Ideal for tax prep, audits, and projects

##### RECURRING

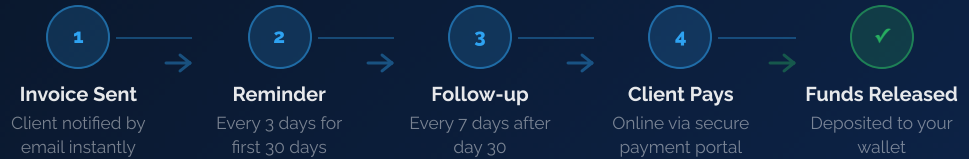
### Retainer and Monthly

Set it once. XIRA collects the same amount every billing cycle with client authorization secured upfront.

- Weekly, monthly, or custom cadence
- Client approves once, billed automatically
- Reduce revenue variability
- Ideal for bookkeeping and CAS retainers

#### STEP 02

### Automatic Collection



#### STEP 03 — PAYMENT METHODS

### Your Clients Pay the Way They Want

XIRA accepts all major payment methods. No separate payment processor to set up. No manual reconciliation.

Credit Card

ACH — US

PAD — Canada

**USD and CAD supported.** Currency is set at the account level. All XIRA transactions export to Excel for import into any accounting or tax software.

#### TEAM BILLING

### Every Team Member Bills Independently

Add unlimited collaborators to any project. Each bills at their own rate. Your client receives one consolidated invoice.

S	Senior Partner	\$350/hr · 4 hrs	\$1,400
A	Associate	\$175/hr · 6 hrs	\$1,050
P	Paralegal / Staff	\$95/hr · 3 hrs	\$285

One invoice to client **\$2,735**