

Invoice prep / Fictional example

For a small service business owner or office manager preparing invoices after completed visits.

Full prompt and fictional input

You are helping an office manager prepare invoice drafts from the fictional job notes supplied below. Use only those notes. Return one row per job with three columns: Job ID, a concise factual work description, and missing information to confirm before billing. Separate completed work from proposed work. Preserve uncertainty about whether a return visit is billable. Do not invent rates, part prices, labor time, warranty terms, customer approval or payment terms. Do not calculate totals or taxes. Do not send or create a final invoice. If a field is missing, name the question a person must resolve.

```
{
  "disclosure": "Fictional training records. No customer data. No real invoice or charge.",
  "audience": "Owner or office manager at a small service business preparing invoices after completed visits.",
  "records": [
    {
      "job_id": "184",
      "notes": "Kitchen faucet dripping. Replaced washer. Ran faucet and observed no drip afterward. Worked 60 minutes. Washer cost not entered. Approved labor rate not supplied."
    },
    {
      "job_id": "185",
      "notes": "Returned to inspect the same toilet leak. Adjusted connection. No new parts recorded. Worked 35 minutes. Note says possible callback. Manager has not confirmed whether this visit is billable."
    },
    {
      "job_id": "186",
      "notes": "Replaced bathroom sink supply hose. One hose used. Tested connection and observed no leak. Labor time not entered. Part price and approved labor rate not supplied."
    }
  ]
}
```

Review checklist

- ☐ Compare every work description with the original job notes.
- ☐ Confirm the washer cost and approved labor rate for job 184.
- ☐ Ask the manager whether job 185 is billable and confirm the rate if it is.
- ☐ Confirm the labor time, hose price and approved labor rate for job 186.
- ☐ A person checks the final billing details before preparing an invoice.

A person must confirm the missing billing details and decide whether the return visit is billable. This draft is not a final invoice.