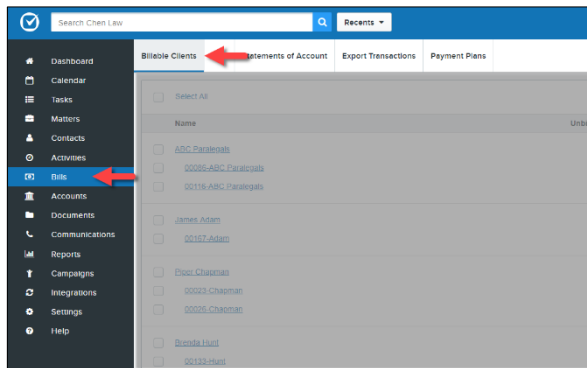


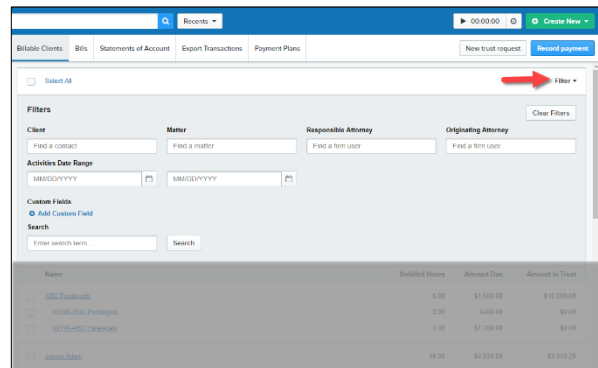
How do I generate a bill?

Before you start: ensure all the time and expenses that you want to bill for have been recorded in Clio.



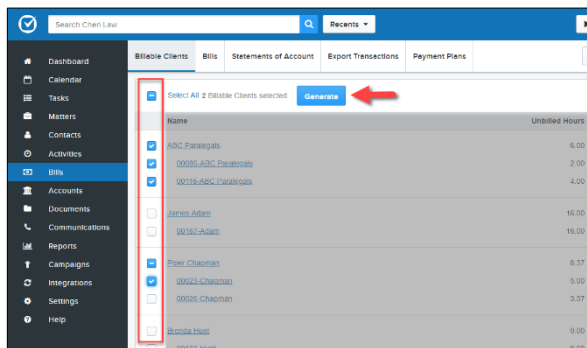
STEP 1

Go to the main **Bills** page and then click on the **Billable Clients** tab.



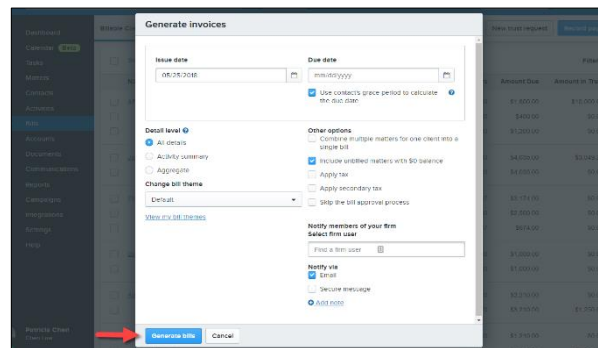
STEP 2

(Optional) **Filter** for an activity date range (eg. entries from last month), the responsible attorney, or matter custom fields.



STEP 3

Select All, or **choose** the clients and matters to bill. Click the **Generate** button.



STEP 4

Choose your **bill options** and then click **Generate!**



Need more detail? Watch the [How to Generate a Bill](#) video.

