Bill4Time Import Intake Form

*Please be as detailed as possible and attach the data for import.*

* **What software was this data exported from (if any)?**
* **Who is the contact person for this request? Please include a name, email, and phone number.**
* **When completing a data import assigning a specific user to a row of data is often required. For example, we need to know which user on your account would be: the Account Manager for the Client Import, the User for Time Entries/Expense Entries, etc. If your data is missing a User in one of these rows, do you have a default user you would like us to assign to these entries?**
* **Please provide a mapping of the fields in your data spreadsheet to fields in Bill4Time (ex: Column A is Client ID, Column B is Client Name, etc). You can see the fields available for import in the examples attached. Fields highlighted in "Red" are required for imports.**