

**This is an explanation of the method of determining the period of time that you should use for your billing.**

**12-3 on the clock = 15 minutes or 1 unit**

**3-6 on the clock = 15 minutes or 1 unit**

**6-9 on the clock = 15 minutes or 1 unit**

**9-12 on the clock = 15 minutes or 1 unit**

**4 units = 1 hour**

