



Trucking

11-hour driving limit

The maximum driving time for property-carrying drivers after 10 consecutive hours off duty.

14-hour window

The period after coming on duty after which a property-carrying driver may not drive.

34-hour restart

34 or more consecutive hours off duty, which resets the 60 or 70 hour period.

60-hour rule

No driving after 60 hours on duty in 7 consecutive days.

70-hour rule

No driving after 70 hours on duty in 8 consecutive days, for carriers operating every day.

80% meal limit

The share of meal expenses transportation workers can deduct, higher than the usual 50%.

Accessorial charges

Fees beyond the linehaul rate for extra services or delays, such as detention, layover, lumper fees or tarping.

Accessorial invoice

A separate bill for extra charges such as detention, layover or lumper fees.

Accessorial log

A list of every extra charge by load, with what was billed and what was paid.

Accessorial terms

The extra charges and rates agreed on the rate confirmation, such as detention and lumper.

Accident register

A carrier's record of recordable crashes.

All-in rate per mile

Total revenue divided by every mile driven, loaded and empty.

All-miles rate

Revenue divided by every mile driven, loaded and empty.

Annual driver review

The yearly review of each driver's motor vehicle record and qualification file.

Annual inspection

A yearly inspection required for commercial vehicles, with a record kept on file.

Annual review of driving record

The yearly check of each driver's motor vehicle record required for carriers.

Anti-gel additive

A fuel additive that helps keep diesel from gelling in cold weather.

Auxiliary power unit (APU)

A small engine or battery system that powers the cab without idling the main engine.

Backhaul

A load hauled on the return trip toward a truck's home base, reducing empty miles.

Balloon payment

A large final payment due at the end of a lease or loan.

Bank holiday

A day banks are closed, usually not counted as a business day in payment terms.

Base fuel price

The diesel price used as the starting point for a fuel surcharge; the surcharge covers the difference above it.

Base jurisdiction

The state or province where a carrier is licensed for IFTA and files its returns.

Bill of lading (BOL)

The shipping document that records what is being transported, from whom, to whom, and under what terms. It also serves as a receipt for the freight.

Billable detention

Waiting time beyond free time that the rate confirmation pays for.

Black ice

A thin, nearly invisible layer of ice on pavement, especially on bridges.

BMC-84

The surety bond form brokers file to show \$75,000 in financial security.

BMC-85

The trust fund form brokers can file instead of a surety bond.

Bobtail

Driving a tractor with no trailer attached.

Bobtail miles

Miles driven by a tractor without a trailer attached.

BOC-3

The FMCSA filing that designates a process agent in each state to accept legal papers on a motor carrier's or broker's behalf.

Bond claim

A request to a broker's surety or trust provider for payment the broker owes.

Bridge formula

A federal rule limiting weight based on the number of axles and the distance between them.

Broker (property broker)

A company that arranges transportation of freight by an authorized carrier for compensation. Requires FMCSA broker authority and financial security.

Broker authority lookup

Checking a broker's registration and status directly on FMCSA's official site before booking a load.

Broker credit score

A rating from a load board or factoring company of how reliably a broker pays.

Broker rating

A carrier's or dispatcher's own score of a broker's payment and service.

Broker-carrier agreement

The master contract between a broker and a carrier that sets the terms applying to every load they handle together.

Bunk heater

A heater that warms the sleeper without running the main engine.

Cargo exclusion

A situation or commodity a cargo policy does not cover.

Cargo insurance

Coverage for loss of or damage to the freight a carrier is hauling.

Cargo limit

The most a cargo policy pays for one load or one loss.

Carrier packet

The documents a carrier sends a broker to set up an account.

Carrier rating

A dispatcher's own score of a carrier's performance on loads.

CDL

Commercial driver's license, required to operate larger commercial vehicles, such as those rated over 26,000 pounds, or those carrying hazardous materials or 16 or more passengers.

Cents per mile (maintenance)

Expected maintenance cost divided by miles, used to fund repairs as you go.

Certificate holder

The party named on a certificate of insurance as the one receiving proof of coverage, often the broker or shipper.

Chain law

State rules requiring tire chains or traction devices in certain winter conditions.

Chargeback

An amount a carrier deducts from an owner-operator's settlement under the lease.

Check call

A status update from the carrier or dispatcher to the broker on a load's location and timing.

Clean inspection

A roadside inspection with no violations.

Clearinghouse limited query

A yearly check, with the driver's consent, for drug and alcohol violations in FMCSA's Clearinghouse.

Clearinghouse query

A check of FMCSA's Drug and Alcohol Clearinghouse for a driver's violations.

Concealed damage

Damage found after delivery that was not visible when the freight was received.

Consortium (drug testing)

A service that manages random drug and alcohol testing for small carriers.

Continuous mode

Reefer operation where the unit runs constantly, rather than cycling on and off.

Contract freight

Freight moved under an ongoing agreement at set rates for a lane or customer.

Cost per mile

Total operating costs divided by total miles driven.

Cost per mile to own

All ownership costs of a truck divided by the miles it runs.

Cost-plus fuel pricing

Fuel priced at the station's cost plus a set amount, instead of the pump price.

Counteroffer

A rate proposed back to a broker after their first offer.

Credit check (broker)

A review of a broker's payment history and financial standing before booking.

CSA

Compliance, Safety, Accountability: FMCSA's enforcement program that measures carrier safety from inspection and crash data in categories called BASICS.

Daily dispatch checklist

The routine a dispatcher follows each morning, midday and evening.

Daily gross

What a truck usually earns in a day it runs.

DataQs

FMCSA's system for asking that incorrect safety data be reviewed.

Days away log

A record of days spent away from home overnight, backed by ELD and trip records.

Days out

How many days a driver has been on the road since leaving home.

Days to pay

How long a broker or customer takes to pay an invoice, measured from the invoice date.

Deadhead

Miles driven with an empty trailer, typically between a delivery and the next pickup.

Deadhead percentage

Empty miles divided by all miles driven.

Declared value

The value of a load stated by the shipper, often on the bill of lading.

Dedicated lane

A regular route a carrier runs for the same customer on a set schedule.

Delivery receipt

The document the receiver signs at delivery, where damage or shortages are noted.

Detention

Time a driver waits beyond the agreed free time at pickup or delivery, often billable under the rate confirmation.

Detention clock

A running count of waiting time at a shipper or receiver, started on arrival.

Detention invoice

A request for payment of detention with times, rate and proof attached.

Diesel exhaust fluid

A fluid used by modern diesel engines to reduce emissions, consumed in proportion to fuel.

Dispatch agreement

The contract between a dispatcher and a carrier setting duties and fees.

Dispatch income

Fees a dispatcher earns from the carriers they dispatch.

Dispatch report

A weekly summary of a carrier's loads, miles and earnings.

Dispatcher-carrier agreement

The written contract between a carrier and its dispatcher setting the fee, how loads are approved and what the dispatcher may do on the carrier's behalf.

Distance record

A trip report or ELD and GPS data showing the miles driven in each jurisdiction.

Double brokering

When a load is re-brokered to another carrier without permission; a common source of fraud and non-payment.

Down payment (insurance)

The upfront amount an insurer requires when a commercial auto policy starts.

Downtime

Time a truck cannot work because of repairs or other problems.

Downtime cost

Lost revenue and fixed costs while a truck is out of service, plus the repair.

Downtime days

Days a truck cannot run because of repairs.

Drive tires

The tires on the tractor's drive axles, which move the truck.

Driver assist

A charge when the driver helps load or unload.

Driver qualification (DQ) file

The file a motor carrier must keep for each driver, including application, records checks, medical certificate and annual review.

Driver scorecard

A simple record of a driver's performance by month.

Driver vehicle inspection report

The written report of defects found during an inspection.

Drop and hook

Leaving one trailer at a facility and picking up another that is already loaded, instead of waiting for loading or unloading.

Drug and Alcohol Clearinghouse

The FMCSA database of CDL drivers' drug and alcohol program violations. Employers must query it before hiring and annually.

Dry van

An enclosed trailer without refrigeration, used for general freight.

Effective rate per mile

Load revenue divided by all miles driven for it, including deadhead, rather than loaded miles alone.

ELD

Electronic logging device: equipment that records a driver's hours of service.

Empty date

The date and place a truck will be unloaded and ready for a new load.

Empty-mile cost

What it costs to drive the miles that carry no freight.

Empty-mile share

The percentage of a trip's miles driven without a load.

Escrow (lease)

Money held from an owner-operator's settlements under the lease, to be returned under its terms.

Escrow (trucking)

Money a carrier holds from an owner-operator's settlements under the lease, to be returned under its terms.

ETA

Estimated time of arrival at pickup or delivery.

Exception (delivery)

A note on a delivery receipt describing damage, shortage or refusal.

Extended warranty

Coverage for repairs beyond the manufacturer's warranty.

Extra stop charge

A charge for each pickup or delivery beyond the first.

Factoring advance

The part of an invoice a factoring company pays right away.

Factoring reserve

The part of an invoice a factor holds back until the broker pays, then releases minus fees.

Fill-up log

A record of each fuel purchase: date, odometer, gallons and cost.

Fixed costs (trucking)

Costs that continue whether the truck runs or not, like the payment and insurance.

Flat weekly fee

A dispatch fee charged per truck per week regardless of revenue.

Flatbed

An open trailer without sides or roof, used for oversized or irregularly shaped freight.

Form 2290

The IRS return for the heavy highway vehicle use tax.

Form 2290 (HVUT)

The IRS return for the federal heavy vehicle use tax on highway vehicles at or above 55,000 pounds.

Free time

The waiting time allowed at pickup or delivery before detention pay begins, often two hours.

Free time expiring notice

A message to the broker when free time is about to run out at a facility.

Freight market (outbound)

How much freight leaves an area, which affects how easy it is to reload.

Fuel advance

Money paid to a driver ahead of settlement, usually for fuel, then deducted.

Fuel advance log

A record of advances to drivers, by date, amount and settlement deducted.

Fuel by state

Gallons purchased in each state during a quarter, with receipts.

Fuel card

A payment card for fuel that can include discounts and reports for IFTA.

Fuel card fee

A charge for using a fuel card, per transaction or per month.

Fuel cost per mile

Fuel spent divided by miles driven.

Fuel purchase report

A report of fuel bought by date, state and gallons, useful for IFTA.

Fuel range

How far a truck can go on its usable fuel.

Fuel surcharge

An amount added to the line-haul rate to account for fuel prices, often tied to a published fuel index.

Full truckload (FTL)

A shipment that occupies an entire trailer, moving directly from shipper to receiver.

Full-tank method

Filling to full every time so miles per gallon can be figured tank by tank.

Green-light rules

Written rules, such as lanes, minimum rate and equipment, under which a dispatcher may book a load without asking the carrier each time.

Gross vehicle weight

The total weight of the truck, trailer and load.

GVWR

Gross vehicle weight rating: the maximum loaded weight a vehicle is rated for by its manufacturer.

Hazmat

Hazardous materials, which require specific placards, training and a CDL endorsement to transport.

Headhaul

The stronger-paying outbound direction on a lane.

Headhaul and backhaul rates

Rates into strong markets are usually higher than rates back out.

Heavy vehicle use tax

A yearly federal tax on heavy highway vehicles, filed on Form 2290.

Home time

Days a driver spends at home between trips.

Hours available

On-duty hours a driver can still work before reaching the weekly limit.

Hours coming back

On-duty hours from the oldest day in the window that become available again the next day.

Hours of service (HOS)

Federal rules limiting how long commercial drivers may drive and work before required rest.

Identity theft (freight)

When someone poses as a real carrier or broker, using its name and numbers to steal loads or payments.

Idle fuel burn

Fuel used while the engine runs and the truck is not moving.

Idling

Running the engine while the truck is parked.

IFTA

International Fuel Tax Agreement: a quarterly return that distributes fuel tax among the jurisdictions where a carrier operated.

IFTA audit

A review by the base jurisdiction comparing reported miles and fuel with the carrier's records.

IFTA quarter

A three-month period for which an IFTA fuel tax return is filed.

In transit

A load picked up and on its way to delivery.

In-network fuel stop

A truck stop where a fuel card's discount applies.

Inspection level

The type of roadside inspection, from a full Level I to narrower levels.

Insurance cost per mile

Yearly insurance premiums divided by yearly miles.

IRP

International Registration Plan: apportioned vehicle registration for carriers operating in multiple jurisdictions.

Jurisdiction miles

Miles driven in each state or province, recorded for IFTA and IRP reporting.

Lane

A route between an origin and a destination, often described by city or region pairs.

Lane history

A log of rates offered and booked on a lane over time.

Layover

A delay in which a driver is held overnight or longer before a load is ready, often compensated under the rate confirmation.

Lease agreement (trucking)

The written contract under which an owner-operator's truck runs under a carrier's authority.

Lease chargeback

An amount a carrier deducts from an owner-operator's pay as the lease allows.

Lease-on agreement

The written lease between an owner-operator and the carrier whose authority they run under.

Lease-purchase

An agreement to lease a truck with the option or obligation to buy it at the end.

Less-than-truckload (LTL)

Shipments too small to fill a trailer, combined with other customers' freight.

Limited power of attorney

Written permission for a dispatcher to sign certain documents for a carrier.

Linehaul

The base rate for moving freight from origin to destination, before accessorial charges.

Load board

An online marketplace where available loads are posted and carriers search for freight.

Load coverage

Having a truck assigned to every load and a load for every truck.

Load rejection

When a receiver refuses all or part of a load, often for temperature or damage.

Load tender

An offer of a load from a broker or shipper to a carrier, with the lane, dates and rate.

Load-to-home

A load chosen because it delivers near the driver's home before home time.

Loaded miles

Miles driven with freight on the truck.

Loaded rate per mile

Revenue divided by loaded miles only, as most rates are quoted.

Lumper

A worker or service that loads or unloads freight at a facility, often for a fee paid by the carrier.

Lumper receipt

Proof of a fee paid for unloading, needed to be reimbursed.

Maintenance escrow

Money held from a driver's pay to cover future repairs on a leased truck.

Maintenance fund

Money set aside per mile to pay for future repairs and tires.

Maintenance reserve per mile

An amount set aside for each mile driven to pay for future repairs.

Major repair reserve

Part of the maintenance fund kept for large, less frequent repairs.

MC number

The operating authority number FMCSA issues to for-hire carriers and brokers in interstate commerce.

MCS-150

The form used to register or update a USDOT number, required at least every two years.

MCS-150 biennial update

The update of a carrier's USDOT registration information required every two years.

Medical examiner's certificate

Proof that a commercial driver passed the required medical exam.

Miles by state

Miles driven in each state during a quarter, used for IFTA.

Miles per gallon

Miles driven divided by gallons used, a key input for fuel cost and IFTA checks.

Miles per gallon (MPG)

How far a truck travels on one gallon of fuel.

Mobile mechanic

A mechanic who comes to the truck to make repairs on the road.

Money code

A code that lets a driver draw cash or pay a fee through a fuel card system.

Motor vehicle record

A state's driving record for a person, reviewed when hiring and each year.

MPG trend

Miles per gallon over several tanks, showing whether economy is improving or slipping.

New entrant monitoring period

The 18 months FMCSA monitors a new motor carrier, including a safety audit.

New entrant program

FMCSA's monitoring period for new carriers, about 18 months, which includes a safety audit.

Non-recourse factoring

Factoring in which the factor absorbs the loss in defined situations, such as a broker's insolvency, usually for a higher fee.

Notice of assignment (NOA)

A letter telling brokers to pay a carrier's factoring company instead of the carrier directly.

Occupational accident insurance

Coverage for injuries to owner-operators who are not covered by workers' compensation.

Operating authority

FMCSA permission, identified by an MC number, to operate as a for-hire carrier or broker in interstate commerce.

Oversize/overweight permit

A state permit to move a load exceeding legal size or weight limits on its roads.

Owner-operator

A driver who owns or leases a truck and runs it as a business, under their own authority or leased onto a carrier.

Owner-operator escrow

Money a carrier holds from an owner-operator under the lease terms.

Partial travel day

The first or last day of a trip, counted at 75% of the per diem rate.

Partial-period tax

A smaller Form 2290 amount for a vehicle first used after July.

Past-due notice

A written reminder that a payment is late, with the amount owed and a deadline.

Payment status request

A message asking a broker when an approved invoice will be paid.

Per diem (transportation)

A daily IRS rate for meals and incidentals for transportation workers away from home overnight.

Per-load fee

A dispatch fee charged for each load booked.

Per-vehicle limit

A cargo policy limit for each vehicle hauled, common on car hauler policies.

Percentage pay

Paying a driver a share of each load's revenue.

Periodic inspection report

The record that a commercial vehicle passed its yearly inspection.

Physical damage coverage

Insurance for damage to your own truck and trailer.

Pickup number

The number the shipper uses to release a load to the driver.

Power only

A service in which a carrier supplies the tractor and driver to pull a trailer owned by someone else.

Pre-trip inspection

A driver's check of the truck before driving.

Preventive maintenance

Scheduled service done to avoid breakdowns.

Price per gallon

What a stop charges for each gallon of fuel.

Proof of delivery (POD)

The signed document confirming freight was delivered, typically required before an invoice is paid.

Quick pay

A broker program that pays carriers faster than standard terms, usually for a percentage fee.

Rate confirmation

The agreement between a broker and carrier setting the rate, pickup and delivery details for a load.

Rate confirmation review

Checking a rate confirmation against what was agreed before signing.

Rate per hour

What a load pays divided by all the hours it takes, including waiting.

Rate per mile

A load's rate divided by its miles; the standard way carriers compare loads.

Recourse factoring

Factoring in which the carrier must repay the advance if the broker or shipper never pays the invoice.

Reefer

A refrigerated trailer used for temperature-controlled freight.

Reefer download

The recorded temperature history from a reefer unit for a trip.

Registration renewal

The yearly renewal of a vehicle's plate and registration.

Release time

When a truck is released from a shipper or receiver after loading or unloading.

Reload

The next load booked out of the area where a truck delivers.

Reload market

An area where trucks easily find the next load after delivering.

Repair history

A record of every repair on a unit, with costs and downtime.

Repair trend

How repair costs change year to year on the same truck.

Repeat failure

The same part or system failing more than once.

Reposition

Driving empty to a better market instead of taking the nearest reload.

Repositioning

Moving an empty truck to a better area to find freight.

Repower

Sending another truck to pick up a load when the original truck cannot finish.

Required rate per mile

The rate per mile a truck must average to meet its yearly revenue goal.

Reserve release

Payment of the held part of a factored invoice after the broker pays, less fees.

Retail-minus discount

Fuel priced at the pump price minus a set amount per gallon.

Retread

A used tire casing with new tread applied, common on drive and trailer positions.

Road service

Repairs done on the roadside or by a mobile mechanic instead of at a shop.

Roadside assistance

A service or coverage that sends help for breakdowns, tires or towing.

Rolling window

A count that moves forward one day at a time, dropping the oldest day.

Round trip

The whole run from home base out and back, including empty miles.

Safety audit

A review of a new carrier's basic safety records and controls.

Safety performance history

Information from a driver's previous employers that new carriers must request.

Salvage

Damaged freight that still has some value and can be sold to reduce a claim.

Scale ticket

The printed record of a truck's weight from a certified scale.

Schedule 1 (Form 2290)

The stamped proof of heavy vehicle use tax payment, often needed for registration.

Seal number

The number on the seal placed on a trailer door, recorded on the bill of lading.

Set point

The temperature a reefer unit is set to hold for a load.

Settlement period

The span of days a driver settlement covers, often one week.

Settlement statement

A summary of a driver's or carrier's earnings for a period, minus fees and deductions.

Settlement statement (driver)

A statement showing a driver's loads, pay, deductions and net pay for a period.

Shortage

Freight that was shipped but did not arrive.

Sliding the tandems

Moving the trailer axles forward or back to shift weight between axles.

Spot market

Freight booked load by load at current market rates, as opposed to contract freight at agreed rates.

Stamped Schedule 1

The IRS-stamped proof that Form 2290 was filed, needed to register a heavy vehicle.

Steer tire

A tire on the front axle that steers the truck.

Steer tires

The front tires of a tractor, which steer the truck.

Surety

The company that issues a bond and pays valid claims against it.

Suspended vehicle

A vehicle expected to stay under the mileage limit, so no Form 2290 tax is due, though a return is filed.

Tandem axle

Two axles close together that share a load, such as the drive axles.

Tare weight

The empty weight of a truck or trailer.

Tax home

The general area of a person's main place of business, used to decide when they are away from home.

Tax period (2290)

July 1 through June 30 for the heavy vehicle use tax.

Taxable gross weight

The weight used for Form 2290: the truck, the heaviest trailer it pulls and the maximum load.

Team driving

Two drivers sharing one truck so it can keep moving while one rests, within hours-of-service rules.

Tire cost per mile

What tires cost for each mile driven, by position or for the whole truck.

TONU

Truck ordered not used: a fee paid to a carrier when a load is canceled after the truck was dispatched.

Total cost of the deal

Every payment over the life of an agreement, added together.

Trade-in value

What a dealer will credit for your truck toward another.

Tread depth

How much tread is left on a tire, measured in 32nds of an inch.

Tread gauge

A small tool that measures tire tread depth in 32nds of an inch.

Trip limit increase

Extra cargo coverage bought for one high-value load.

Truck posting

A listing of an available truck, its location and dates, for brokers.

UCR

Unified Carrier Registration: an annual federal registration and fee program for interstate carriers, brokers and related companies.

Unified Carrier Registration (UCR)

An annual registration and fee for interstate carriers and some other companies.

Unit number

The number a carrier gives each truck or trailer.

Unpaid fee

A dispatch fee invoiced but not yet paid.

Usable fuel

The part of the tank a driver plans to use before refueling.

USDOT number

The identifier FMCSA assigns to companies operating commercial vehicles, used to track safety information.

Walk-away terms

What happens to payments made if a driver leaves a lease early.

Warning devices

Reflective triangles or other devices set out behind a stopped truck to warn traffic.

Weather hold

Stopping a load to wait out unsafe weather before continuing.

Weekly net

What a truck earns in a week after every cost.

Weekly plan (trucking)

A day-by-day plan for each truck's loads, home time and shop time.

Winter blend diesel

Diesel treated for cold temperatures, sold in colder regions in winter.

Winter operations

Planning, equipment and routing changes for cold-weather months.

Working weeks

The weeks in a year a truck actually runs, after home time and shop time.

Yard spot

A monthly rented parking space for a truck.

Auto transport

Cargo claim

A claim against a carrier's cargo insurance for damage to goods in transit.

Claim file

The reports, photos and paperwork gathered for an insurance claim.

COD

Cash on delivery: payment collected from the customer when the vehicle is delivered.

Damage code

A short code on an inspection report for a type of damage, such as a scratch or dent.

Dealer transport

Moving vehicles between dealerships, auctions and lots, usually several cars per trip.

Dispatch sheet

The order summary for a car-hauling load: vehicles, pickup and delivery contacts, dates and price.

Enclosed transport

Shipping vehicles inside a covered trailer for protection, common for high-value or classic cars.

Hotshot

A smaller truck, often a heavy-duty pickup, pulling a flatbed or car trailer for smaller or time-sensitive loads.

Inoperable vehicle

A vehicle that does not run or steer, requiring a winch or forklift to load, often at extra cost.

Non-running vehicle

A vehicle that cannot drive onto the trailer and must be winched, usually at a higher rate.

Odometer reading

The mileage recorded at pickup and delivery on an inspection report.

Open car carrier

A trailer that hauls vehicles exposed to the weather; the most common and economical way to ship a car.

Per-car rate

The price paid to haul a single vehicle, the basic unit of auto transport pricing.

Return load

Vehicles booked for the trip back, so the truck earns in both directions.

Top load

A vehicle position on the upper deck of a car carrier, sometimes requested for added protection.

Vehicle condition report

A record of a vehicle's condition, with photos, made at pickup and again at delivery.

Vehicle inspection report

A record of a vehicle's condition at pickup and delivery, signed by both sides.

Walk-around

A full inspection around a vehicle before loading or unloading.

Legal support

Acknowledgment

A notarial act where a signer declares they signed a document willingly.

Activities of daily living

Everyday tasks such as dressing, cooking, driving and caring for family.

Advanced costs

Case expenses a firm pays during a matter and recovers at the end, as the agreement allows.

Adverse party

A party on the opposite side of a matter.

Affidavit

A written statement of facts sworn under oath before an officer authorized to administer oaths.

Appearance fee

A court reporter's charge for attending a deposition.

Approved backup contact

A person the client allows the firm to contact if the client cannot be reached.

Arrival time

When a client should arrive, usually 30 to 45 minutes before a hearing.

Attorney-client privilege

Protection for confidential communications between a client and their lawyer for legal advice.

Authentication

Showing that a piece of evidence is what it claims to be.

Authorization expiration

The date or event after which a records authorization is no longer valid.

Authorization log

A list of every records authorization: sent, signed, expires and sent to the provider.

Awaiting counsel

An item that cannot move until an attorney reviews, signs or decides.

Bates numbering

Sequential identifying numbers stamped on every page of a document production so each page can be cited precisely.

Billable time entry

A record of time worked: date, matter, task and duration, used for hourly invoices.

Billed amount

What a provider charged before insurance adjustments.

Billed versus paid

The difference between what a provider charged and what was actually paid.

Billing contact

The person or office that handles a provider's bills and itemized statements.

Bills summary

A list of medical charges by provider, with dates and amounts.

Binder order

The sequence documents appear in a binder, matching the index numbers.

Bodily injury liability

Coverage that pays for injuries the insured causes to others, up to the policy limits.

Bookmarks (PDF)

Clickable links in a PDF's sidebar that jump to sections or exhibits.

Case cost ledger

A running list of costs advanced on each matter, with receipts and totals.

Case costs

Expenses of a case such as filing fees, records and experts, separate from attorney fees.

Case timeline

Key events in a matter by date, each with its source.

Casework request

A written request from counsel describing the matter, deliverable, format and deadline.

Certificate of custodian

A provider's sworn statement that copied records are complete and kept in the ordinary course of business.

Certified copy

A copy of a public record that the record's custodian certifies as true and complete.

Certified translation

A translation with a signed statement from the translator that it is complete and accurate.

Chronology

A dated, sourced timeline of the events in a matter, prepared for an attorney's review.

Claim number

The number an insurer assigns to a claim, used on every letter and call.

Clawback

Getting back a privileged document that was produced by mistake, as the rules or an agreement allow.

Client confirmation

A reply from a client confirming they received a reminder and will attend.

Client contact log

A record of every call, email and meeting with a client, with the next follow-up date.

Client status update

A regular message or call telling a client what has happened in the case and what comes next.

Closing index

A list of what remains in a matter's file at closing.

Closing letter

A letter to a client confirming the case is finished and the file is being closed.

Closing statement (case)

The statement at the end of a matter showing the recovery, fees, costs and the client's share.

Complaint

The document that begins a civil lawsuit, stating the plaintiff's claims.

Conditional payment

A payment by Medicare that may have to be repaid from a recovery.

Confidentiality designation

A label such as confidential placed on produced documents under a protective order or agreement.

Conflict check

A search of the firm's records to find conflicts of interest before taking a new matter.

Conflict check (intake)

Checking names against the firm's records before taking a matter, as counsel directs.

Conflict waiver

Written consent from affected clients that allows a firm to proceed despite a possible conflict.

Contact preference

How and when a client wants to be reached.

Contingency fee

An attorney fee calculated as a percentage of the recovery.

Copy service

An outside company that copies and sends medical records for providers.

Cost category

The type of case expense, such as filing fees, records or court reporters.

Cost reimbursement

Repayment of advanced costs out of a recovery or by the client.

Court date reminder

A message to a client with the date, time, place and what to bring for a hearing.

Court reporter

A professional who records and transcribes testimony word for word.

Courtroom assignment

The courtroom or judge where a hearing is held, listed on the notice of hearing.

Cover memo

A short letter from counsel explaining a case and the questions for an expert.

Coverage disclosure request

A written request asking a liability insurer to disclose its coverage, under section 627.4137 in Florida.

Crash report

The report a law enforcement agency writes about a traffic crash.

Damages summary

A table of each category of claimed loss, the amount and the document supporting it.

Dash camera footage

Video recorded by a camera mounted in a vehicle, often overwritten after a set time.

Delay to first treatment

The days between an incident and the first medical visit.

Demand exhibits

The records, bills and photos attached to a demand to an insurer.

Demand package

The letter and supporting records counsel sends an insurer to present a claim.

Deposition

Sworn testimony given out of court and recorded for use in a case.

Deposition summary

A condensed account of deposition testimony, usually organized by topic or page and line, for an attorney's use.

Destroy-after date

The date a closed file may be destroyed under the firm's retention policy.

Destruction log

A record of files destroyed, with dates and approvals.

Disbursement

Paying out settlement funds to lienholders, costs, fees and the client.

Discovery

The pre-trial process in which parties exchange information and documents relevant to a case.

Discovery tracker

A list of every discovery set with its type, parties, dates and status.

Division instructions

A judge's own procedures for hearings, filings and courtesies copies.

Docket

A court's official record of the filings and events in a case.

Docketing

Recording court and case deadlines on a calendar and tracking them to completion.

E-filing portal

The online system courts use to accept electronically filed documents.

Economic damages

Losses with a dollar figure, such as medical bills and lost wages.

Emergency medical condition

A determination by a qualified provider that affects how much Florida PIP pays.

Employer wage verification

A letter from an employer confirming a person's position, pay rate, usual hours and dates missed.

Errata deadline

The last day for a witness to submit corrections to a deposition transcript.

Errata sheet

The form a deponent uses to list corrections to the deposition transcript.

Event data recorder

A device in many vehicles that records speed, braking and other data around a crash.

Evidence log

A list of photos, videos and other evidence with their source, date and storage location.

Exhibit

A document or item marked for identification and offered in a deposition, hearing or trial.

Exhibit binder

Tabbed exhibits matching the exhibit list, prepared for trial or a hearing.

Exhibit label

A sticker marking a document as a numbered or lettered exhibit.

Exhibit sticker

The label marking a document's exhibit number for trial or a deposition.

Expedited transcript

A transcript delivered faster than normal, at a higher price.

Expert disclosure

The date by which each side must name its experts and share their opinions, as the court orders.

Expert invoice

A bill from an expert for review, report or testimony time.

Expert witness

A person with specialized knowledge retained to give opinions in a case.

Fact witness

A person who testifies about what they saw, heard or did.

File destruction date

The date a closed file may be destroyed under a retention policy.

File return letter

A dated letter sent with original documents returned to a client.

Final lien amount

The amount a lienholder confirms in writing will resolve its claim.

Flagged testimony

Parts of a deposition marked for counsel's attention, such as admissions.

Future medical expenses

The cost of care an injured person is expected to need in the future.

Gap in treatment

A stretch of time without medical care in an injury case.

Hearing outcome

The judge's ruling or result at a hearing, as counsel reports it.

HIPAA authorization

A signed form allowing a healthcare provider to release a patient's health information to a named party.

Hold acknowledgment

A recipient's written confirmation that they received a litigation hold.

Hold release

Notice from counsel that a litigation hold no longer applies.

Injury journal

A daily record kept by a client of pain, sleep and activities missed after an injury.

Intake

Gathering facts from a potential client for counsel to review.

Interrogatories

Written questions one party serves on another during discovery, answered in writing under oath.

Itemization

A detailed list of the charges that make up a claimed amount.

Jurat

A notarial act where a signer swears or affirms a document is true.

Letter of protection

A letter promising a medical provider payment from a future recovery.

Letter of representation

A letter telling others that a firm represents a client.

Lien (medical)

A claim by a provider or insurer to be repaid from a settlement.

Lien reduction

An agreement by a lienholder to accept less than the amount claimed.

Lienholder

A person or company that claims a right to be paid from a recovery or property.

Life care plan

An expert's detailed plan of future care and its cost for a seriously injured person.

Life care planner

A professional who prepares life care plans, often a nurse or rehabilitation specialist.

Light duty

Limited work a doctor allows while a patient recovers.

Litigation hold

An instruction to preserve documents and data that may be relevant to a lawsuit.

Loss of enjoyment of life

The effect of an injury on activities a person used to enjoy.

Lost overtime

Overtime a person would have worked if not for the injury.

Lost wage documentation

Pay records and employer letters showing income lost because of an injury.

Master exhibit list

The single, current list of exhibit numbers and descriptions that every binder matches.

Materials reviewed log

A record of every document sent to an expert, with dates and Bates ranges.

Matter

A single case or legal engagement, tracked under its own name or number.

Matter list

A firm's record of every client and matter, past and present.

Mediation

A meeting where a neutral mediator helps the parties try to settle a dispute without a trial.

Mediation binder

A tabbed set of summaries and key documents counsel brings to mediation.

Mediation summary

A short written summary of a case sent to the mediator before mediation.

Medical chronology

A dated, cited timeline of medical treatment drawn from the records.

Medical cost inflation

How fast the price of medical care rises over time.

Medical mileage

Miles driven to and from medical appointments.

Metadata

Information stored inside a file, such as when and on what device it was created.

Narrative report

A doctor's written summary of a patient's injuries, treatment and opinions.

New matter

A case or project newly opened by a firm.

Notary journal

A record of each notarial act, with the signer, document, ID and fee.

Notary public

An official authorized by the state to witness signatures and administer oaths.

Notice of deposition

A document that tells the parties when, where and how a deposition will be taken.

Notice of hearing

A document that sets the date, time and place of a hearing.

Off-work note

A doctor's note that keeps a patient off work or on light duty for stated dates.

Offer gap

The difference between the last demand and the last offer in a negotiation.

Online notarization

A notarization done over audio-video technology, allowed in Florida by registered notaries.

Out-of-pocket expense

A cost an injured person paid themselves, such as a copay or prescription.

Outstanding records

Records requested or subpoenaed that have not yet arrived, tracked until they do.

Overwrite period

How long a video or data system keeps recordings before replacing them.

Page and line

A citation to a transcript, such as 45:12 for page 45, line 12.

Page range

The first and last page numbers of a document within a set.

Page-line summary

A deposition summary that follows the transcript in order, citing page and line for each point.

Pages per hour

How many transcript or record pages can be reviewed in an hour, used to plan summaries.

Paid amount

What was actually paid on a medical bill, by insurance or the patient.

Pain scale

A 0 to 10 rating of pain, used by doctors and in injury journals.

Payoff statement

A statement of the total owed on a judgment as of a date, with the daily amount after it.

Per diem interest

The interest a judgment or debt earns each day.

Personal injury protection

Florida no-fault coverage that pays part of medical bills and lost income after a car crash.

PIP limit

The most PIP pays per person, commonly \$10,000 in Florida.

Policy limits

The maximum an insurance policy will pay for a claim.

Portal rejection

When an e-filing portal or clerk returns a filing for a technical or formal problem.

Post-judgment interest

Interest that accrues on a money judgment from the date it is entered until it is paid.

Pre-marked exhibit

An exhibit labeled before the hearing or trial, as the judge requires.

Present value

What a future amount is worth today, figured by an economist using a discount rate.

Preservation letter

A letter asking someone to keep evidence, such as video, from being deleted.

Pretrial order

A court order setting the issues, witnesses and exhibits for trial.

Prior injury

An earlier injury or complaint involving the same part of the body.

Prior treatment

Care for the same part of the body before the incident.

Privacy settings

Controls that limit who can see social media posts.

Privilege claim

A statement that information is withheld from discovery because it is privileged.

Privilege log

A list identifying documents withheld from discovery and the privilege claimed for each.

Probate

The court process for administering a deceased person's estate.

Process server

A person authorized to deliver legal papers such as a summons.

Production

The set of documents one party provides to another in discovery.

Production index

A list tying each Bates range to the discovery request it answers.

Production log

A record of every document production: volume, Bates range, date, method and recipient.

Proof of service

A document showing when, how and by whom papers were delivered.

Property damage claim

A claim for damage to a vehicle or other property, separate from injuries.

Proposed order

An order drafted by a party for the judge to review and sign after a hearing.

Proposed order (after hearing)

The order a party drafts for the judge to sign after a ruling.

Provider list

Every provider in a matter, with contacts and treatment dates.

PTO used (injury claim)

Sick or vacation time spent while out of work because of the injury.

Public post

Social media content anyone can see, which may be used in a case.

Public records request

A request for government records. In Florida, governed by Chapter 119 of the Florida Statutes.

Read and sign

A deponent's right to review the transcript and note corrections before it is finalized.

Records authorization

A signed form permitting a provider to release a person's records to a named recipient.

Records contact

The person or service that handles medical records requests for a provider.

Records custodian

The person responsible for keeping an organization's records and certifying copies of them.

Records log

A running list of every records request: provider, date sent, date range, fees and follow-ups.

Records review

A first pass through medical records to confirm they are complete and flag key items.

Redaction

Blacking out confidential or privileged information in a document before it is produced or filed.

Redaction log

A list of redactions made in produced documents, with the reason for each.

Referral date

The date a provider sent a patient to another provider.

Reimbursement claim

A request by a health plan or program to be repaid from a recovery for medical costs it covered.

Related party

A person or company connected to a party, such as a parent company or spouse.

Release of information

The department or vendor that handles requests for copies of medical records.

Remote appearance

Attending a hearing by video or phone, when the court allows it.

Remote deposition

A deposition taken over a video link instead of in person.

Report due date

The date counsel sets for an expert to deliver a written report.

Report fee

The charge a doctor's office sets to prepare a narrative report.

Request for admission

A discovery request asking a party to admit or deny specific facts.

Request for admissions

A discovery request asking a party to admit or deny specific facts.

Request for production

A discovery request asking a party to produce documents or other items.

Research log

A record of questions researched, sources checked and findings.

Response deadline

The last day to answer a pleading, motion or discovery request.

Retained expert

An expert hired by a party to give opinions in a case.

Return of service

The document filed with the court showing a person was served, and how.

Returned call

Calling back a client who called, ideally the same or next business day.

Routing

Sending an incoming document to the person who must act on it.

Running document

A summary kept up to date throughout a case, such as a chronology or bills summary.

Satisfaction of judgment

A filing showing a judgment has been paid in full.

Section 55.03

The Florida statute on the interest rate for judgments, set by the Chief Financial Officer.

Service by email

Delivering court papers to another party by email, as the court rules allow.

Service of process

The formal delivery of legal papers to a party, giving notice of a legal action.

Service of process fee

What a process server or sheriff charges to deliver court papers.

Settlement authority

The power to agree to a settlement on behalf of a party.

Settlement breakdown

A summary of how a settlement is divided among fees, costs, liens and the client.

Skip trace

A search for a current address or contact for a hard-to-find person.

Source citation

The document and page, or witness, that supports a fact.

Source document (damages)

The bill, pay stub or receipt that supports a damages figure.

Source document (deadline)

The order, notice, rule or agreement that creates a deadline.

Source document (translation)

The original document in its original language.

Source language

The language a document is written in before translation.

Source verification

Counsel's check that a legal source is current and says what it is cited for.

Spoliation

The loss, destruction or alteration of evidence that should have been kept.

Stacked coverage

Uninsured motorist coverage that adds the limits for each vehicle on the policy, where elected.

Status report

A short summary of each matter's recent activity and next steps.

Status update

A short message telling a client where their matter stands.

Statute of limitations

The deadline set by law for filing a particular kind of lawsuit. Only an attorney should advise on how it applies.

Subpoena

A court-issued order requiring a person to testify or to produce documents.

Subpoena response

Records or documents a third party produces in answer to a subpoena.

Supplemental production (expert)

New materials sent to an expert after the original set, with their own index.

Supplemental response

An updated discovery response served after new information becomes available.

Sworn statement (crash report)

A statement some requesters sign to get a Florida crash report during its confidential period.

Telematics data

GPS and vehicle data sent from a truck or car to a fleet system.

Text-searchable PDF

A PDF whose text can be searched and selected, not just an image of a page.

Tickler

A reminder set ahead of a deadline so work starts in time.

Time-limited demand

A demand that sets a deadline for the insurer to respond.

Topical summary

A deposition summary that groups testimony by subject rather than by page order.

Total loss

When an insurer decides a vehicle costs more to repair than it is worth.

Transcript delivery date

The date a court reporter promises to deliver a transcript.

Transcript order

A request to the court reporter for a copy of a deposition transcript, with the delivery date.

Translation log

A record of each document sent for translation, with dates and costs.

Translator's certificate

The signed statement attached to a certified translation.

Treatment chronology

A running, dated list of a client's medical treatment, kept current as records arrive.

Treatment gap

A period with no recorded medical treatment, often flagged in a chronology.

Treatment timeline

The order and dates of all care received after an injury.

Trial notebook

An organized binder holding everything counsel needs at trial: outlines, exhibits, witness materials and key filings.

Trial subpoena

A subpoena requiring a witness to appear and testify at trial.

Trust account

A separate bank account where a firm holds client and settlement money, under strict rules.

Umbrella policy

Extra liability coverage above the limits of the underlying policies.

Unauthorized practice of law

Performing services reserved for licensed attorneys, such as giving legal advice or representing others, without a license.

Uninsured motorist coverage

Coverage on a person's own policy for injuries caused by a driver with no or too little insurance.

Videographer (legal)

A professional who records a deposition on video for use in the case.

Visit list

Every medical visit by date and provider, taken from the records.

Volume (production)

One numbered set within a larger document production.

Wage loss documentation

Pay records and employer letters showing income lost because of an injury.

Witness binder

The exhibits and prior testimony counsel expects to use with one witness.

Witness fee

A payment set by law for a subpoenaed witness's attendance.

Witness list

A list of the people a party expects to call to testify.

Work product

Materials prepared in anticipation of litigation, which may be protected from discovery.

Working copy

A copy of an original file used for review or editing, so the original stays unchanged.

Working translation

An informal translation used by the team to understand a document.

Write-off (adjustment)

The part of a medical bill reduced by contract or insurance and not owed.

Property

Adjusted basis

What you paid plus improvements, minus depreciation; used to figure gain on a sale.

Adjuster

The person who investigates and evaluates an insurance claim.

Advance rent

Rent paid before it is due, such as last month's rent at move-in.

Adverse action notice

A notice required when a rental decision is based on a credit or background report.

After-hours call

A tenant call outside business hours, often about an urgent problem.

All other perils deductible

The flat deductible for most covered losses other than hurricanes.

Appliance lifespan

The usual number of years an appliance lasts.

Application log

A record of each rental application in the order received, with the decision.

Assessed value

The value the property appraiser uses for property taxes, after any caps.

Assistance animal

A service or support animal, which fair housing laws treat differently from a pet.

Average daily rate

The average nightly price actually earned on booked nights.

Balance due

Rent or charges still owed after a payment.

Break-even years (rent or buy)

How long you need to stay for owning to cost less than renting.

Cap rate

Net operating income divided by the property price.

Capital expense

A large replacement such as a roof or air conditioner.

Capital improvement

Work that adds value or extends a property's life, usually depreciated.

Cash-on-cash return

Yearly cash flow after the mortgage divided by the cash invested.

Certificate of competency

A local credential required for certain trades in Miami-Dade County, separate from or in addition to a state license.

Certificate of occupancy

A building department document certifying a structure meets code and may be occupied.

Certificate of use

A local permit, required in some Florida jurisdictions, confirming a property may be used for a particular purpose.

Claim acknowledgment

An insurer's written confirmation that it received a claim or a communication.

Claim log

A dated record of every contact with an insurer or adjuster about a claim.

Closing costs

Fees and charges paid when buying a home, beyond the price.

Closing documents

The papers signed and exchanged to complete a property sale.

Code enforcement lien

A lien recorded against a property for unpaid fines from code violations.

Combination detector

A device that detects both smoke and carbon monoxide.

Communication log

A record of each conversation with a tenant.

Compliance inspection

A code officer's visit to confirm a violation has been corrected.

Daily fine

A code enforcement fine that accrues for each day a violation remains uncorrected.

Damage inventory

A room-by-room list of damaged items, values and proof.

Days on market

How long a rental is advertised before it is leased.

DBPR

Florida's Department of Business and Professional Regulation, which licenses many professions and construction trades.

Declarations page

The page of a policy that lists coverages, limits and deductibles.

Deposit account

The separate bank account where a Florida landlord holds tenant deposits.

Deposit claim notice

A landlord's written notice of intent to keep part of a security deposit, sent as Florida law requires.

Deposit deduction

An amount kept from a deposit for unpaid rent or damage, with the reason.

Deposit notice

The written notice Florida landlords send within 30 days of receiving a deposit.

Depreciation (rental)

The yearly deduction for the cost of a rental building, spread over 27.5 years.

Desk adjuster

An insurance adjuster who handles a claim by phone and email rather than in person.

Detector log

A record of each smoke and CO detector, its tests and battery changes.

Dwelling coverage

The insurance limit for the structure of the home.

Dwelling fire policy

An insurance policy often used for rental homes.

Early payment discount (property tax)

Florida's discount of up to 4% for paying property taxes early.

Easement

A right to use part of another's property for a specific purpose, such as utility lines or access.

Emergency contact (tenant)

A person to call if the tenant cannot be reached in an emergency.

Emergency entry

Entry without notice when needed to protect the property or people.

Emergency repair

A repair needed right away to protect health, safety or the property.

Escrow cushion

Extra money a lender may hold in escrow, limited to one-sixth of a year's escrowed payments.

Escrow shortage

When the escrow account will not cover the coming year's taxes and insurance.

Estoppel letter

A statement from an association of what an owner owes, used at closing.

Expired permit

A permit that lapsed before the work was completed or inspected.

Fair housing

Laws that prohibit discrimination in renting and selling housing.

Fair housing advertising

Rules against listing language that shows a preference based on protected characteristics.

Final inspection

The building department's last inspection, which closes out a permit.

Fine mitigation

A request to reduce code enforcement fines after a violation is corrected.

Flood policy

Separate insurance for flood damage, which homeowners policies usually exclude.

Flood waiting period

The time after buying a flood policy before coverage begins, often 30 days for federal flood insurance.

Flood zone

A FEMA map designation of flood risk that affects building rules and insurance.

Folio number

The parcel identification number Miami-Dade County uses in property and tax records.

Forwarding address

Where a tenant asks for mail, including the deposit notice, after moving out.

Grace period (rent)

The days after the due date before a late fee applies, if the lease has one.

Group showing

Several prospects scheduled to see a rental within the same hour.

Homestead application

The filing with the county property appraiser to claim the homestead exemption, usually due March 1.

Homestead exemption

A Florida property tax exemption for a qualifying primary residence.

Hurricane deductible

A separate, often percentage-based deductible that applies to damage from a named storm or hurricane.

Hurricane shutters permit

A building permit some Florida jurisdictions require to install or replace storm shutters.

Improvement log

A record of capital improvements to a property, with dates and costs.

Key inventory

A list of every key, remote and gate card given to a tenant, checked again at move-out.

Key log

A record of every key and code given out for a property, and when each was returned.

Land allocation

The part of a purchase price assigned to the land, which is not depreciated.

Late fee (rent)

A charge for rent paid after the due date, as set by the lease and the law.

Lease violation

A tenant's failure to follow a term of the lease.

Leasing approval

An association's approval of a tenant before move-in, if its rules require it.

Leasing fee

A charge for finding and placing a new tenant.

Legal access

A recorded right to reach a property from a public road.

Legal holiday

A day that does not count in certain legal deadlines.

Lien search

A search of public records for claims recorded against a property, such as mortgages, judgments or code enforcement liens.

Listing packet

The documents a seller gathers before putting a property on the market.

Lockout

When a tenant cannot get into the home.

Loss of rent coverage

Insurance that pays lost rent while a rental is repaired after a covered loss.

Lot clearing

Removing vegetation, debris and overgrowth from a parcel of land.

Maintenance markup

A percentage a manager adds to repair invoices.

Maintenance request

A tenant's report of something that needs repair.

Make ready

Repairs, painting and cleaning that get a unit ready to rent.

Management agreement

The contract between an owner and a property manager.

Management fee

A property manager's monthly charge, usually a percentage of rent collected.

Market rent

What similar units nearby rent for.

Mid-month convention

The rule that treats a rental as placed in service in the middle of the month.

Millage rate

The property tax rate, in dollars per \$1,000 of taxable value.

Mortgage escrow

Money collected with a mortgage payment to pay property taxes and insurance.

Mortgage insurance

Insurance the lender requires on many loans with a small down payment.

Move-in checklist

A dated record of a unit's condition when a tenant moves in.

Move-in total

Everything a tenant must pay before getting the keys.

Move-out inspection

A dated walk-through of a unit when the tenant leaves, with photos.

Net operating income

Rent minus operating expenses, before the mortgage.

Normal wear and tear

The expected decline of a unit from ordinary use, not damage.

Notice of commencement

A document recorded in Florida before certain construction begins, identifying the owner, contractor and project.

Notice of entry

A landlord's advance notice to enter a unit.

Notice of intent to impose a claim

In Florida, the written notice an owner sends to keep part of a deposit, by certified mail within 30 days of move-out.

Notice of noncompliance

A written notice to a tenant about a lease violation, as Florida law sets out.

Notice to enter

A landlord's notice to a tenant of a planned entry, with the date, time and reason.

Occupancy rate

The share of available nights that are actually booked.

Occupant

A person who lives in a rental, whether or not they signed the lease.

Open permit

A building permit that was issued but never closed out with final inspections.

Overgrowth violation

A code enforcement citation for grass or vegetation above the allowed height.

Owner draw

The money paid to the owner after expenses and reserves.

Owner statement

A monthly report to a property owner of rent, expenses and the net paid.

Payment receipt

A written record given to a tenant showing the amount and date of a payment.

Payoff letter

A written statement of the exact amount needed to satisfy a debt or lien on a date.

Percentage deductible

A deductible set as a percentage of the dwelling coverage.

Periodic inspection

A scheduled check of a rental's condition during a lease.

Permanent residence

The home where a person lives and intends to stay, required for the homestead exemption.

Permit search

Looking up a property's permit history with the building department.

Pest control service

Recurring treatment to prevent insects and rodents.

Pet addendum

A lease addendum with the pet rules, fees and responsibilities.

Pet deposit

A refundable amount held for pet damage, under the lease.

Pet rent

A monthly charge for having a pet in a rental.

Placed in service

The date a rental is ready and available to rent, when depreciation starts.

Plat

A recorded map showing how a tract of land is divided into lots and streets.

Platform fee

The commission a booking site charges on each stay.

Principal and interest

The part of a mortgage payment that repays the loan and pays the interest.

Proof of delivery

Evidence of when and how a notice was given.

Property appraiser

The county office that values property for tax purposes and maintains ownership records.

Property tax discount

Florida's early-payment discount on property tax bills, largest when paid in November and smaller each month after.

Prorated rent

Rent for part of a month, based on the days the tenant has the unit.

Reasonable accommodation

A change in rules or policies so a person with a disability can use and enjoy housing.

Rekey

Changing a lock so old keys no longer work.

Release of lien

A recorded document showing a lien has been paid or satisfied.

Renewal fee

A charge when a tenant signs a renewal.

Renewal offer

The terms offered to a tenant for another lease term.

Renewal rent

The rent offered to a current tenant for another lease term.

Rent comparable

A similar nearby rental used to set or check rent.

Rent increase notice

A written notice of a new rent and when it starts.

Rent ledger

A running record of every rent charge and payment for a tenant.

Rent per square foot

Monthly rent divided by the home's square feet.

Rent receipt

A written record of a rent payment.

Rent reminder

A friendly message to a tenant before or on the rent due date.

Rent roll

A list of units with tenants, rent, lease dates and balances.

Rent-to-income ratio

Monthly income divided by monthly rent; many owners look for about three.

Rental application

The form an applicant completes, with consent to check history and credit.

Rental listing

An advertisement describing a rental, its price and how to apply.

Repair (rental)

Work that keeps a rental in working order, usually deducted in the year paid.

Replacement cost

What it would cost to replace a damaged item with a new one of similar kind.

Save Our Homes

Florida's cap on yearly increases in the assessed value of a homestead.

Schedule E

The federal tax form individuals use to report rental income and expenses.

Screening criteria

The written standards used to decide on rental applications.

Screening order

Reviewing applications in the order they were received.

Section 83.49

The Florida statute on security deposits and advance rent.

Security deposit

Money a tenant pays at move-in, held under the lease and the law.

Seller disclosure

Information a seller gives a buyer about the property's condition.

Serial number

The unique number on an appliance or device, used for warranty and repairs.

Service charge (utility)

The fixed monthly amount a utility charges regardless of use.

Service schedule

The list of recurring vendor visits at a property.

Setback

The minimum distance a building must sit from property lines, set by the zoning code.

Shared meter

One utility meter that serves more than one unit or household.

Short-term rental

Renting a property by the night or week, usually through a platform.

Showing

A visit by a prospective tenant to see a rental.

Special assessment

A charge on property for a specific local improvement, such as a road or drainage project.

Special magistrate

A hearing officer who decides code enforcement cases in many Florida cities and counties.

Submeter

A meter that measures the use of one unit behind a main meter.

Surety bond (deposits)

A bond some Florida landlords post instead of holding deposits in a separate account.

Surviving lien

A lien or obligation that can remain attached to a property after a sale.

Tax deed sale

A county auction of property for unpaid property taxes, run by the clerk of court.

Temporary repairs

Quick fixes, such as tarps or boarding, to prevent more damage after a loss.

Tenant registration

An association's requirement that owners register tenants before move-in.

Three-day notice

In Florida, a written demand for rent or possession, counting days excluding weekends and legal holidays.

Title commitment

A title company's promise to insure title, listing what must be resolved first.

Title search

A review of public records to trace a property's ownership history and identify recorded claims.

Tourist development tax

A local tax collected on short stays in many Florida counties.

Turnover (rental)

The work of preparing a rental unit between one tenant and the next.

Turnover cost

The total cost of a tenant leaving: vacancy, cleaning, repairs and leasing.

Turnover time

The days between one tenant leaving and the next moving in.

Unpermitted work

Construction done without a required building permit.

Unsafe structure

A building a local building official has found unsafe, which can lead to orders to repair or demolish.

Useful life

How long an item typically lasts before it must be replaced.

Utility clause

The part of a lease that says who pays which utilities and how.

Utility share

The part of a shared bill each unit or household pays.

Vacancy cost

Rent lost and costs paid while a unit sits empty.

Vacancy loss

Rent lost while a unit sits empty.

Vacant property check

A scheduled visit to an empty home or lot, documented with photos and a written report.

Welcome packet

Information given to a new tenant at move-in.

Written follow-up

A text or email confirming what was said in a call or visit.

Zoning

Local rules governing how land in a given area may be used and built on.

Business

1099 review

Checking at year end which vendors need a Form 1099.

1099-NEC

The IRS form that reports payments of nonemployee compensation to contractors.

2/10 net 30

Payment terms offering a 2% discount if paid in 10 days, with the full amount due in 30.

50/30/20 budget

A guide to split take-home pay into needs, wants and savings.

AC filter

The filter in an air conditioning system, replaced every one to three months.

Account inventory

A list of every online account a business uses, without passwords.

Action item

A task from a meeting, with an owner and a due date.

Activity fee

The monthly or season cost of a child's sport, lesson or club.

Administrative dissolution

When the state dissolves a business entity, typically for failing to file its annual report.

Agenda

The list of topics for a meeting, in order, with times.

Allowance

A regular amount of money given to a child, often tied to chores.

Allowance ledger

A record of a child's allowance received, spent and saved.

Amortization

Paying off a loan in regular payments that cover interest and part of the balance.

Annual billing

Paying for a subscription once a year, often at a discount.

Annual report (Sunbiz)

The yearly filing that keeps a Florida LLC or corporation active with the Division of Corporations. Due between January 1 and May 1.

Annual report late fee

The fee Florida adds when an LLC or for-profit corporation files its annual report after May 1.

Annualized cost

A cost restated as a yearly rate, to compare it with interest or other options.

Approved pickup list

The adults a school allows to pick up a child.

APR

Annual percentage rate: the yearly interest rate charged on a balance.

Archive

Records kept after work is finished, organized for retrieval.

Articles of organization

The document filed with the state to form a limited liability company.

At-risk client

A client with late payments, poor communication or low profit.

Auto-renewal

A contract term that renews the contract unless someone gives notice.

Automatic transfer

A scheduled move of money to savings, usually on payday.

Autopay

Automatic payment of a bill from a bank account or card on the due date.

Avalanche method

Paying extra on the debt with the highest interest rate first.

Backup person

Someone named to handle the essentials when the owner is out.

Bid or no-bid

The decision whether an opportunity is worth the effort of a proposal.

Bilingual service

Serving clients in more than one language, such as English and Spanish.

Bill savings

The difference between the old and new price of a bill, times the months.

Billable hours

Hours of work that can be charged to a client.

Billing day

The set day each week or month when invoices go out.

Break-even client loss

How many clients you could lose after a price increase before revenue drops.

Budget overrun

Spending beyond what a project's budget allows.

Buffer account

Savings that smooth out the difference between high and low income weeks.

Buffer time

Open time left in a schedule for surprises.

Bulk buying

Buying larger quantities for a lower unit price.

Business bank account

An account in the company's name used only for business money.

Business continuity plan

A plan for keeping the business running when the owner or key people are unavailable.

Business day

A weekday that is not a holiday; how holidays are counted depends on the rule being applied.

Business health check

A short review of whether a business's basic protections are in place.

Business hours

The days and times a business is open or available.

Business interruption coverage

Insurance that can replace lost income and some expenses while a business cannot operate after covered damage.

Business tax receipt

The local license, issued by a county or city, that allows a business to operate in that jurisdiction. Renewed annually in Florida.

Calendar day

Any day, including weekends and holidays.

Calendar view

A month grid showing tasks, deadlines and renewals by date.

Call script

A guide for what to say on a sales or service call.

Capabilities statement

A one-page summary of a firm's capabilities, differentiators, company data and contact details, used with partners and procurement offices.

Car line

The line of cars for school drop-off and pickup.

Card surcharge

An added charge for paying by credit card, limited by card network rules and some state laws.

Cash discount

A price reduction for paying early or in cash.

Certificate of insurance (COI)

A document issued by an insurer or agent summarizing a policy's coverage, limits and dates.

Certificate of status

A document from the Florida Division of Corporations confirming a company is active.

Change of address

Telling the post office and others your new address when you move.

Change order

A written agreement to change the scope, timeline or fee of work already underway.

Change request

A client's request for work outside the agreed scope, quoted separately.

Check-in date

The date set to follow up on delegated work.

Chore chart

A chart of household jobs, who does them, and when.

Clean title

A vehicle title without a salvage, flood or similar brand.

Client directory

A single list of clients and contacts with roles, phone numbers and notes.

Client health score

A simple score of how well a client relationship is going.

Client onboarding

The steps to set up a new client: agreements, information and access.

Client rhythm

A regular schedule of updates to each client, even when nothing has changed.

Client survey

A few questions asking clients about their experience.

Close rate

The share of leads that become paying clients.

Closing checklist (books)

The steps done each month to finish the books.

Collections ladder

A set series of increasingly firm payment reminders.

Commingling

Mixing business and personal money in the same accounts.

Compliance calendar

A calendar of every recurring filing, renewal and deadline.

Contact method

How a client prefers to be reached: call, text, email or meeting.

Cost of goods

What it costs to provide what you sell, before overhead.

Cost per client

Advertising spend divided by the number of new clients it produced.

Cost per lead

Advertising spend divided by the number of inquiries it produced.

Courtesy reminder

A friendly note sent a few days before an invoice is due.

Coverage limit

The most an insurance policy pays for a covered loss.

Coverage plan

Who handles each client or task while someone is away.

Customer acquisition cost

What it costs, on average, to win one new client.

Customer lifetime value

The profit a typical client brings over the whole relationship.

Daily brief

A short list of what needs attention today, gathered from every tracker.

Daily routine

A short list of tasks done the same way every day.

Date-first file name

A file name that starts with the date so files sort in order.

Days past due

How many days an invoice has gone unpaid after its due date.

DBA (fictitious name)

A trade name a business uses instead of its legal name. In Florida, registered with the Division of Corporations.

Debt service coverage

Cash flow divided by loan payments; how many times the business can cover them.

Decision log

A record of important decisions, why they were made and when to review them.

Delegation

Assigning a task to someone else with a clear result and due date.

Deliverable

A specific thing the client receives, such as a report, file or filing.

Direct costs

Costs that belong to one job: labor, materials, subcontractors.

Discount period

The days in which a customer may take an early payment discount.

Division

A named part of a company that serves a particular market, often under a trade name.

Document index

A list of documents with dates and descriptions, used to find anything quickly.

Document inventory

A list of important papers, whose they are, where they are kept and when they expire.

Due date change

Asking a company to move a bill's due date to match your paydays.

Due day

The day of the month a recurring bill is due.

Effective hourly rate

What a flat fee works out to per hour actually spent.

Effective rate (card fees)

All card processing fees in a month divided by card sales.

EIN

Employer Identification Number: the federal tax ID the IRS issues to a business.

Email signature

The block of contact details at the end of every email.

Emergency access

A way for a trusted person to reach your accounts or passwords if you cannot.

Emergency fund

Savings set aside for unexpected costs or lost income.

Endorsement disclosure

Telling readers about any payment or connection behind a review or testimonial.

Exclusions

The part of a scope that lists what is not included.

Expense receipt

Proof of a purchase showing the date, amount, vendor and what was bought.

Expense split

The agreed share of a cost each person pays.

Expiration date

The date a license, policy, registration or certificate stops being valid.

Export (ZIP)

Downloading many files at once in a single compressed folder.

Family calendar

One schedule showing every family member's week.

Family meeting place

A set place where family members meet if they are separated in an emergency.

File sync

Keeping the same files available on every device through online storage.

Final notice

The last written reminder before taking another step to collect.

Fireproof box

A container that protects papers from fire for a rated amount of time.

Follow-up date

The next date to contact a prospect or client.

Follow-up sequence

A planned series of follow-up messages at set intervals.

Form I-9

The federal form verifying an employee's identity and eligibility to work.

Form SS-8

An IRS form used to request a determination of a worker's status.

Form W-9

The IRS form a vendor gives to provide its taxpayer information.

Free trial conversion

When a free trial turns into a paid subscription unless cancelled.

Fund target date

When the money for a savings goal or sinking fund is needed.

Gift budget

A set amount planned for gifts over the year.

Gift card balance

The amount left to spend on a gift card.

Global search

One search box that looks across every list and record at once.

Grandfathered rate

An old price kept for existing clients for a period after an increase.

Grocery budget

A set amount for groceries each week or month.

Grocery list

The items to buy for the week's meals.

Gross pay

Pay before any deductions.

Gross profit

Revenue minus the direct costs of delivering the work.

Holiday budget

A set amount for holiday gifts, food, travel and events.

Inbox routine

Set times and rules for handling email.

Income floor

The low end of your usual income, used to set a safe budget.

Independent contractor

A worker who runs their own business and controls how the work is done.

Interchange

The part of a card fee that goes to the bank that issued the card.

Interest saved

The interest a borrower avoids by paying a loan down faster.

Invoice aging

Grouping unpaid invoices by how long they have been outstanding.

Job costing

Tracking every cost of a specific job to measure its real profit.

Kanban board

A board with columns for each stage of work, with cards moved across as work progresses.

Keyboard shortcut

A key or key combination that does something without the mouse.

Kickoff call

The first working meeting after a client signs, to confirm scope and next steps.

Kilowatt-hour

The unit electric companies use to bill for electricity.

Lead source

How a new inquiry found you.

Leading indicator

A number that changes before results do, such as new leads.

Liability limits

The most a policy pays per person and per accident for injuries you cause.

Loaded cost of an employee

Wages plus payroll taxes, benefits and overhead for one employee.

Loaded hourly cost

Pay plus taxes and benefits, per hour of work.

Loan term

How long a loan lasts before it is fully repaid.

Loan term (car)

How many months a car loan lasts.

Loss reason

Why a quote or deal was not won.

Maintenance interval

How often a home or equipment task should be repeated.

Margin

Profit as a percentage of the selling price.

Markup

The amount added to cost, as a percentage of the cost.

Meal plan

A list of the week's meals, planned ahead with a grocery list.

Meeting cost

The combined hourly cost of everyone in a meeting.

Milestone

A point in a project when a defined part of the work is delivered.

Minimum payment

The smallest payment a lender accepts each month, often mostly interest.

Missed call log

A list of calls that need to be returned, with the time they came in.

Money by person or property

A back-office view of bills, subscriptions and invoices grouped by who or what they are for.

Monthly close

Reviewing and finalizing a month's numbers soon after it ends.

Monthly essentials

Housing, utilities, food, insurance, transportation and minimum debt payments.

Monthly retainer

A set monthly fee for an agreed scope of ongoing work.

Months of runway

How many months the business could cover its expenses from savings.

Move-in walkthrough

Inspecting and photographing a new home before moving in.

NAICS code

North American Industry Classification System: the standard codes that classify a business by activity.

Naming convention

A consistent pattern for file names, such as date, source and description.

Needs (budget)

Essential spending such as housing, food, utilities and insurance.

Net pay

Pay after all deductions.

Net profit

What is left after direct costs and overhead.

Net promoter question

Asking how likely a client is to recommend you, on a 0 to 10 scale.

Net terms

How many days a customer has to pay an invoice in full.

New hire reporting

Reporting each new employee to the state within a set time.

Notice deadline

The last day to give notice to change or end a contract.

Objection

A reason a prospect gives for not buying.

Offboarding

The steps to close out a client relationship or an employee's departure.

Oil change interval

How often a car's engine oil should be changed, set by the manufacturer.

Open enrollment

The yearly period when people can sign up for or change health coverage.

Open quote

A quote sent but not yet accepted or declined.

Operating agreement

The internal agreement among an LLC's members covering ownership, management and decisions.

Origination fee

A fee a lender charges to make a loan, often a percentage of the amount.

Out-of-town contact

A relative or friend outside the area whom family members call after an emergency.

Outsourcing

Hiring an outside firm to do work instead of staffing it in-house.

Overage

Work beyond the hours or scope a retainer covers.

Overhead

Costs of running the business that are not tied to one job.

Owner dashboard

One screen that shows an owner what needs attention across the business.

Owner's draw

Money an owner takes out of the business for personal use.

Packing list

A reusable list of what to bring on a trip.

Par level

The quantity of a supply you aim to keep on hand.

Password manager

An app that stores passwords securely in one place.

Pay yourself first

Moving savings out on payday, before spending on anything else.

Paycheck amount

How much to save from each paycheck to reach a goal on time.

Paycheck plan

A plan that assigns each bill to a specific paycheck.

Payment reminder

A message to a client about an invoice that is due soon or past due.

Payoff date

The date a loan will be fully paid.

Per diem (family)

A set daily amount for food and small costs while traveling.

Per-transaction fee

A fixed amount a processor charges on each card sale.

Period of limitations

The time during which a tax return can be amended or additional tax assessed.

Pipeline

The prospects at each stage from first contact to signed work.

Plain-language summary

A short explanation written so anyone can understand it, without jargon.

Policy renewal

When an insurance policy continues for another term, often at a new price.

Policy term

How long an insurance policy lasts before renewal, often six or twelve months.

Pre-purchase inspection

A mechanic's check of a used car before you buy it.

Prepayment penalty

A charge for paying a loan off early.

Price book

A list of the best prices you have seen for items you buy often.

Price elasticity

How much demand changes when the price changes.

Price floor

The lowest price that still covers costs and the margin you need.

Price increase notice

A written notice to clients of a change in prices, with the effective date.

Prime contractor

The company holding a contract directly with the buyer, which may hire subcontractors.

Principal prepayment

An extra payment that goes directly to a loan's balance.

Print agenda

A printed list of a day's appointments, deadlines and to-dos from the back office.

Print my day

A printed list of what is due today and this week, from the back office.

Procedure review date

The date a written procedure is next checked and updated.

Process owner

The person responsible for keeping a procedure current.

Profit margin

Profit as a percentage of the price.

Project budget

The hours or dollars agreed for a project.

Promotional rate

A lower price that lasts for a set time.

Proof of purchase

A receipt or record showing what was bought, when and for how much.

Quarterly due dates

The four dates estimated taxes are usually due: April, June, September and January.

Quick add

A shortcut for capturing a task or note in one step without leaving the current screen.

Quick text

Saved wording you reuse often, such as addresses or standard replies.

Quote comparison

Lining up insurance quotes with the same coverage to compare prices fairly.

Rate card

A list of services with their prices or fee models.

Rate sheet

A one-page list of services and prices.

Receivables aging report

A list of what clients owe, grouped by how old each invoice is.

Reciprocal referral

Sending work to a partner who sends work to you.

Reconciled balance

An account balance confirmed to match the bank statement.

Recurring bill

A charge that comes due on a regular schedule, such as rent or insurance.

Recurring filing

A report or payment due on a regular schedule, such as quarterly or yearly.

Reemployment tax

Florida's state unemployment tax paid by employers.

Referral

A recommendation from a client or contact that leads to a new client.

Referral partner

A business that serves the same clients and sends work your way.

Registered agent

The person or company designated to receive legal and official documents on behalf of a business.

Reinstatement

Restoring an administratively dissolved business entity to active status with the state.

Reminder schedule

Set days to send payment reminders for every invoice.

Renewal calendar

A list of every license, policy and registration with its expiration date and a reminder ahead of time.

Reorder point

The quantity at which a supply should be reordered.

Repeat business

Work from clients who have hired you before.

Repeating to-do

A to-do in the back office that comes back each week, month or year once it is done.

Reserve fund

Money set aside for slow months and unexpected costs.

Response time

How quickly a business replies to calls and messages.

Retainer

An arrangement in which a client pays a recurring fee for a defined scope of ongoing services.

Retainer agreement

A written agreement for ongoing services billed at a set amount each period.

Retainer review

A regular check of hours spent against what a retainer covers.

Retention department

The team at a provider that handles customers who want to cancel, often with better offers.

Retention policy

The written rules for how long each kind of record is kept.

Retention rate

The share of clients who keep working with you from one year to the next.

Return on ad spend

Revenue or profit from advertising compared with what it cost.

Revenue goal

A target amount of income for a period, used to track progress.

Review date

The date set to look again at a decision or document.

Rollover hours

Unused retainer hours carried into the next month, if the agreement allows.

Running total

A total that updates with each new entry.

Rush fee

An extra charge for work delivered faster than normal.

S-corporation election

A tax election, filed on IRS Form 2553, allowing a qualifying business to pass income through to its owners. A decision for your CPA.

Safe deposit box

A locked box rented at a bank for storing valuables and originals.

Safe harbor (estimated tax)

A payment level that avoids underpayment penalties, often based on the prior year's tax.

SAM.gov

The federal system where businesses register to work with the U.S. government; registration is free.

SAM.gov and UEI

The federal System for Award Management, where businesses register to work with the government and receive a Unique Entity ID.

Savings challenge

A plan to save a set, growing amount each week.

Savings goal

A set amount to save by a set date.

Scope creep

Work that grows beyond what was agreed in writing, usually without a matching change in fee.

Scope of work

A document defining the deliverables, timeline and fees for an engagement.

Scorecard

A short list of numbers a business tracks every week.

Seasonality

Regular rises and falls in business activity at certain times of year.

Secure destruction

Shredding or erasing records so they cannot be recovered.

Separate books

Financial records kept only for the business, apart from personal records.

Service plan

Ongoing work billed at a set amount each month.

Set-aside

A contract opportunity reserved for certain kinds of businesses, such as small businesses.

Side income

Money earned outside a main job.

Single point of failure

One person or system the business cannot run without.

Single-member LLC

A limited liability company with one owner, by default treated as a disregarded entity for federal income tax.

Sinking fund

Money set aside a little at a time for a known future cost.

Snowball method

Paying extra on the smallest balance first, for quick wins.

Source value

The yearly revenue from clients who came from one lead source.

Spend, save, give

A simple way to split money into three purposes.

Standard operating procedure

Written steps for a task so it is done the same way every time.

Starting price

The lowest price for a service whose final price varies.

Statement of capabilities

A one-page summary of a firm's services, experience and identifiers, used in procurement.

Steady pay

Paying yourself the same amount on the same days, adjusted on a schedule.

Store credit

A balance at a store, often from a return.

Subscription audit

A review of recurring charges to cancel the ones no longer needed.

Sunbiz

The Florida Division of Corporations website, used for business filings and public entity records.

Sunday planning

Setting the week's plan before it starts.

Supporting records

Receipts, statements and logs that back up the numbers on a tax return.

Sync (back office)

Keeping the same lists on every device through online storage.

Take-home pay

Pay after taxes and deductions.

Target margin

The margin a business needs to cover overhead, taxes and profit.

Target price

The price at which you stock up on an item.

Tax set-aside rate

The share of each payment saved for taxes.

Testimonial

A client's own statement about their experience, shared with permission.

Testimonial permission

A client's written OK to publish their words, and how to name them.

Time block

A set period of the day given to one kind of work.

Time off request

A request for days away from work, with dates.

Timebox

A set number of minutes given to a topic.

Tire rotation

Moving tires between positions so they wear evenly.

Total cost of ownership

Every cost of owning something, not only the purchase price.

Trade name

A name a business uses that differs from its legal name, registered as a fictitious name in Florida.

Trip budget

A plan of every cost for a trip before booking.

Turnaround time

How long a deliverable takes from receipt of materials to delivery.

Two-minute rule

Doing a task right away if it takes less than two minutes.

Two-step verification

A second check, such as a code on your phone, when logging in.

UCC filing

A public notice, filed under the Uniform Commercial Code, that a lender holds a security interest in a debtor's property.

Uncategorized transaction

A transaction not yet assigned to an income or expense category.

Unique entity ID

The identifier SAM.gov assigns to a registered business.

Unit price

The price per ounce, pound or item.

Usage spike

A sudden jump in electric, water or gas use.

Utilization rate

The share of working hours that are billable.

Variable income

Income that changes from week to week or month to month.

vCard

A standard contact file that phones and email apps can import.

Vehicle history report

A report of a used car's past owners, accidents and title events, by VIN.

Vendor list

Everyone the business pays, with terms and tax forms on file.

Vendor registration

Signing up as a supplier with a government agency or company.

Version (sync)

A number that tells the back office which copy of a list is the newest.

Version control (files)

Marking drafts and final copies so the right version is used.

W-9

The IRS form a vendor or contractor provides with its legal name and taxpayer identification number.

Wants (budget)

Spending that is nice to have but not essential.

Warranty period

How long a manufacturer will repair or replace an item.

Weekly focus

The few results that matter most this week, written down.

Weekly priorities

The few results that matter most in a given week.

Weekly review

A short, fixed routine each week to check deadlines, money and next week's plan.

Win rate

The share of leads that become clients.

Worker classification

Deciding whether a worker is an employee or an independent contractor.

Written scope

A document describing the work, price and terms agreed with a client.

Year at a glance

A month-by-month view of money in and money out for the year.

Zero-based budget

A budget where every dollar of income is given a job.

Accounting

Accounts payable

Money a business owes to its vendors and suppliers for goods or services received.

Accounts receivable

Money owed to a business by its customers for work already delivered.

Accrual basis

An accounting method that records income when earned and expenses when incurred, regardless of when cash moves.

Aging report

A report grouping open invoices by how long they have been outstanding, such as 0–30, 31–60 and 61–90 days.

Annual resale certificate

A Florida Department of Revenue certificate that lets a registered dealer buy goods for resale without paying sales tax.

Balance sheet

A statement of what a business owns, owes and the owners' equity at a point in time.

Bank reconciliation

Matching the transactions in a business's books to its bank statements to confirm they agree.

Cash basis

An accounting method that records income when cash is received and expenses when paid.

Cash flow statement

A report of cash coming in and going out over a period, separate from profit on paper.

Cash reserve

Money set aside to cover expenses during slow months or emergencies.

Chart of accounts

The organized list of every account a business uses to record transactions.

Days sales outstanding

The average number of days it takes to collect payment after a sale; lower means cash arrives sooner.

Days sales outstanding (DSO)

The average number of days it takes to collect payment after a sale.

Estimated tax payment

A quarterly payment toward income and self-employment tax for people without full withholding.

Estimated tax voucher

The form or reference used to pay quarterly estimated taxes.

Estimated taxes

Quarterly tax payments made on income that is not subject to withholding, such as self-employment income.

Expense category

A grouping such as fuel, software or insurance used to organize business costs.

Factoring

Selling invoices to a factoring company for immediate payment, less a fee, instead of waiting for the customer to pay.

Fixed costs

Costs that stay about the same each month, such as rent, insurance and software.

Line of credit

A borrowing limit a business can draw on as needed and repay.

Mileage reimbursement

Paying back an employee or contractor for business miles driven, usually at a set rate per mile.

Month-end close

Reconciling and reviewing a month's income, expenses and accounts before moving on.

Net 30

Payment terms requiring an invoice to be paid within 30 days.

Profit and loss statement

A report of revenue, expenses and resulting profit or loss over a period.

Receipt

Proof of a purchase showing the date, seller, item and amount.

Retainer balance

Prepaid funds held for future work and drawn down as work is billed.

Revenue by month

Income totaled for each month, used to see trends and seasons.

Schedule C

The IRS form sole proprietors and single-member LLCs commonly use to report business profit or loss.

Self-employment tax

Social Security and Medicare tax paid by self-employed people on their net earnings.

Standard mileage rate

A per-mile rate set by the IRS each year that can be used to figure the cost of business driving.

Year-end package

The organized set of income, expense and business records given to a CPA to prepare a return.

Year-end tax planning

Reviewing income and expenses before December 31 to decide timing with a CPA.

Definitions are general information, simplified for clarity. They are not legal, tax or regulatory advice.