SAMPLE DATA — SYNTHETIC AGENCY

Brightline Studio (Synthetic Agency)

Contract-vs-Invoice Leak Audit — Executive Summary

Audit window: August 1, 2026 to October 31, 2026 | Audit date: October 31, 2026 | Prepared on: October 31, 2026

$26,070.00
Projected 12-month impact (estimate). Includes the amounts already found in the audit window; do not add the two figures.

$11,670.00
Missed billing found in the audit window

6 leaks
across 6 clients; all 8 contracts supplied were read and fully checked

Leaks found

Client	Issue (how projected)	Missed in window	12-month impact (estimate)
Fairmont Veterinary Partners	Expired discount still applied Monthly amount × 12	$1,500.00	$9,000.00
Summit Ridge Outfitters	Annual uplift not applied Monthly amount × 12 About $5,040.00 per year if this continues ($420.00 a month × 12; shown for scale; not added to the totals)	$840.00	$5,040.00
Harbor & Pine Coffee Roasters	Missed invoice Counted once (one-off)	$4,500.00	$4,500.00
Cedarline Dental Group	Wrong retainer amount Monthly amount × 12	$900.00	$3,600.00
Lumen Yoga Collective	Change order not billed Counted once (one-off)	$2,750.00	$2,750.00
Oakhaven Home Builders	Pass-through cost not rebilled Counted once (one-off)	$1,180.00	$1,180.00
Total	**6 leaks**	**$11,670.00**	**$26,070.00**

Top actions

1. Fairmont Veterinary Partners — Expired discount still applied: confirm, then raise a catch-up invoice for the affected months and correct future invoices ($9,000.00 projected 12-month impact).
2. Summit Ridge Outfitters — Annual uplift not applied: confirm, then raise a catch-up invoice for the affected months and correct future invoices ($5,040.00 projected 12-month impact).
3. Harbor & Pine Coffee Roasters — Missed invoice: confirm, then invoice the item ($4,500.00 found, counted once).

How to read this

- Projected 12-month impact (estimate): a leak still present in the latest month audited is projected as that month's amount × 12, or × the months left if the contract or change order ends sooner. Only a recurring leak (a wrong retainer amount, an annual uplift not applied, an expired discount still applied or a recurring change order) is projected, and only when it appears in both of the last two months audited. Everything else is counted once, as found.
- Every finding cites a verbatim contract clause and its page number, checked against the text of the contract PDF. Amounts use exact decimal arithmetic.
- 0 items need manual review.
- What this audit does not assess is listed on the About sheet of the leak register.

Details for every finding are in the accompanying leak register.

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