

Invoice #002 – Invoice for December 2017

Date: 12/30/2017

To: Chuck Emerick, PHOA Treasurer

Friday, 12/1/17 – 2:00PM-2:30PM go to post office, retrieve mail, go to bank, deposit checks	.5 hours
Wednesday, 12/06/17 – 3:00-3:30PM go to post office, retrieve mail, go to bank, deposit checks	.5 hours
Friday, 12/08/17 - 2:15PM-2:45PM go to post office, retrieve mail, go to bank, deposit checks	.5 hours
Thursday, 12/14/17 - 2:00PM-2:30PM go to post office, retrieve mail, go to bank, deposit check	.5 hours
Friday, 12/15/17 - 12:00PM-12:30PM go to post office, retrieve mail, go to bank, deposit checks	.5 hours
Wednesday, 12/20/17 - 11:00AM-11:30AM go to post office, retrieve mail, go to bank, deposit checks	.5 hours
Friday, 12/22/17 - 9:45AM-10:15AM go to post office, retrieve mail, go to bank, deposit checks	.5 hours
Wednesday, 12/27/17 - 3:00PM-3:30PM go to post office, retrieve mail, go to bank, deposit checks	.5 hours
Thursday, 12/28/17 - 8:00AM-10:45AM check QB spreadsheet address/contact list against master list, make edits	2.75 hours
Friday, 12/29/17 - 11:00AM-11:30AM go to post office, retrieve mail, go to bank, deposit checks	.5 hours

Total hours: 7.25 hours

Total amount due: \$217.50

Thank you for your business!

Clare McCaffrey
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