

**Richard Suls**  
computer consultant



# INVOICE

Invoice Date: 01/11/2016

Due: 02/10/2016

461 Greenville Avenue  
Johnston, RI 02919

## The Institute for the Study & Practice of NonViolence

PJ Fox  
265 Oxford Street  
Providence, RI 02905-1838

Description	Time/Quantity	Rate (USD)	Tax	Total
› 12/28/15	1.25	\$ 90.00	No Tax	\$ 112.50

Activated key fobs.  
Added shortcut to Wanda's desktop for making changes to printer email address book.  
Fix printer SMTP (outgoing emails for scans).

› 1/6	2.75	\$ 100.00	No Tax	\$ 275.00
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105p - 350p

Troubleshoot PJ's laptop (including call to lenovo). Hardware failure. Researched and ordered new one.

Moved computer and misc parts from future BIFCAP office.

› In-Kind Donation	2.75	\$ 10.00	No Tax	-\$ 27.50
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1/6

› 1/8	5.75	\$ 100.00	No Tax	\$ 575.00
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1145a - 530p (-30m time on phone w other client)

Setup pj new yoga 3pc  
Add Wanda to develop server  
Fix Sals laptop and gmail/calendar  
Meeting over new website dev  
Add Trisha to accountant PC

Description	Time/Quantity	Rate (USD)	Tax	Total
› In-Kind Donation	5.75	\$ 10.00	No Tax	-\$ 57.50

1/8

› 1/11	4.25	\$ 100.00	No Tax	\$ 425.00
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1:10p-5p

Distribution list with Wanda

Contacted free geek re new computers

Fixed front desk internet

Fixed db issue w Riley and everyone's passwords

Evaluated all monitors and some unused PCs for donation

› In-Kind Donation	4.25	\$ 10.00	No Tax	-\$ 42.50
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1/11

Subtotal: \$ 1,260.00

Total:	\$ 1,260.00
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