

Richard Suls
computer consultant



Invoice #2181

INVOICE

Invoice Date: 04/26/2021

Due Date: 05/26/2021

Richard Suls - Curiosity Inked, LLC
461 Greenville Avenue
Johnston, RI 02919
401.270.3785

Kaye de Kruif
PO Box 51336
Durham, NC 27717-1336

Description	Time/Quantity	Rate (USD)	Tax	Total
› 4/26	1	\$ 125.00	No Tax	\$ 125.00
Research Kate's request re: wix and conversion rates				
› 4/28	0.5	\$ 125.00	No Tax	\$ 62.50
Modify "Code" field in each form to "Optional Code"				
› 5/1	0.75	\$ 125.00	No Tax	\$ 93.75
Very brief analytics breakdown with regard to FB advertising				
› 5/3	1	\$ 125.00	No Tax	\$ 125.00
2p - 3p - Zoom with Jon about webinar setup				
› 5/4	4.25	\$ 125.00	No Tax	\$ 531.25
Uberconference with Kate and Kaye about meeting agenda and zoom/whova setup				
Gather stats on referrals to Wix site via Facebook				
Setup zoom webinars, meetings, add to whova to generate agenda and update app. Upgrade all four zoom accounts to cover the meetings, attendee #'s and webinars. Setup recording and other zoom options.				
Add Whova App button to conference registration page.				
Add Past Conferences button to Events page				
› 5/5	1.75	\$ 125.00	No Tax	\$ 218.75

Description	Time/Quantity	Rate (USD)	Tax	Total
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3:30p - 4:30p - Zoom conference, last minute prep

45min - confirm each zoom link -> whova

› 5/6 - Conference Day 1	7.25	\$ 100.00	No Tax	\$ 725.00
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10a - Open Webinar - practice run
Monitor webinar, promote/demote panelists, change views, provide IT support.

5pm - close
5p - 5:15pm work with Paul (lightning talk day 2) re virtual backgrounds.

› 5/7	7.25	\$ 100.00	No Tax	\$ 725.00
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15min - troubleshooting signup form coupon codes (attributed to incorrect form).
10a-5p - Open Webinar - practice run
Monitor webinar, promote/demote panelists, change views, provide IT support.

Subtotal: \$ 2,606.25

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