

**Richard Suls**  
computer consultant



# INVOICE

Invoice Date: 03/24/2015

Due: 04/01/2015

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
› 3/20  1050a-450p (minus 1 hour for personal time) Install w7 on Kevin's PC. QuickBooks upgrade. Fixed PJs Asus. Priced ram upgrade for new server	5	\$90.00	No Tax	\$450.00
› 3/24  key fob troubleshoot Updated sponsors on iip Fixed Wanda's laptop, iPhone and Kristen's iPhone. Finished upgrade to Kevin's PC (remote access). Troubleshoot coo printer having network issues	7	\$90.00	No Tax	\$630.00
› 3/25  Made spare key fobs for PJ Troubleshoot PJ Asus Recover archive data from external hard drive	1.75	\$90.00	No Tax	\$157.50
› 3/31	5.75	\$90.00	No Tax	\$517.50

Description	Time/Quantity	Rate (USD)	Tax	Total
1020a-410p Update Staff directory on website Update Board of Directors on website Setup printing for Wanda from Chromebook Familiarize self with Raiser's Edge label creation Attempt to untangle razors edge login issues Installed Toshiba printer to all lab PCs.				
› 4/7	2	\$90.00	No Tax	\$180.00
Onsite: Helped Ajay and Celeste class in lab Added two more sponsors to iip Started to add video to website per PJ (called away on client emergency halfway into)				
› 4/7	0.5	\$90.00	No Tax	\$45.00
Remote: Reset Amanda's email password for Teny. Reset is again. Disabled additional security so Teny can login to Amanda's email. Confirmed for PJ that he will still recv all of Amanda's emails as forwards.				
› 4/6	2	\$90.00	No Tax	\$180.00
1230-230. Suspend deepfreeze on all computers in lab. install toshiba printer on all computers. Set up Toshiba to be default printer on all computers. Reboot to re-setup deep freeze. Test all printers. Check all lab machines for thaw space (save space that doesn't get destroyed on reboot).				
› 4/7	0.75	\$90.00	No Tax	\$67.50
310p-350p. Post YouTube video to site. Spoke to embolden as to why video wasn't working in news.				
			Subtotal:	\$2,227.50
			Total:	\$2,227.50
			Due: 04/01/2015	