

**Richard Suls**  
computer consultant



# INVOICE

461 Greenville Avenue  
Johnston, RI 02919

Invoice Date: 08/24/2016

Due Date: 09/23/2016

## RISE

Kristen Haffenreffer  
143 Prairie Avenue, 1st Floor  
Providence, RI 02905

Description	Time/Quantity	Rate (USD)	Tax	Total
› 8/23	1.5	\$ 100.00	No Tax	\$ 150.00
1p - 230p				
Teach student(Andrew) how to use new laptop and libreoffice.				
Setup new printer on Kaitlin, Shirley, Kristen and Charles PCs.				
› 8/26	0.25	\$ 100.00	No Tax	\$ 25.00
Reset Jskye email password, and forwarded all incoming email to Kristen.				
› 8/26	1	\$ 100.00	No Tax	\$ 100.00
Setup email scanning on new mfc for all users.				
› 8/29	1	\$ 100.00	No Tax	\$ 100.00
Taught Jermaine how to use his new laptop and Libreoffice suite.				
› 9/1	0.25	\$ 100.00	No Tax	\$ 25.00
Remote: Removed Jonny Skye from website per Kristen.				
› 9/8	0.25	\$ 100.00	No Tax	\$ 25.00
Review website for Praire addresses and correct them.				
› 9/7	1.5	\$ 100.00	No Tax	\$ 150.00

Description	Time/Quantity	Rate (USD)	Tax	Total
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10-1130. Swap phones. Wire up fax line. Contact Cox about Fax line not working and dumping into PBX instead.  
Taught staff how to use keepass.

› 100ft phone cord	1	\$ 11.00	No Tax	\$ 11.00
› 9/12	1.5	\$ 100.00	No Tax	\$ 150.00

Removed avg and install mse on accounting PC. Installed new printer.

Setup new students pc Jayden

Changing Voicemail, extensions, sound recordings

Subtotal: \$ 736.00

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