

Richard Suls
computer consultant



INVOICE

Invoice Date: 04/14/2015

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
› 4/9	3	\$90.00	No Tax	\$270.00
IIP labels. Export from Raisers Edge and Mail Merge.				
› 4/10	0.75	\$90.00	No Tax	\$67.50
1:55 - 420p. Iip labels (Minus 1:45min volunteer envelope stuffing)				
› 4/10	0	\$90.00	No Tax	\$0.00
In-Kind trade: 1.75 hours. IIP Envelopes.				
› 4/10	1.25	\$90.00	No Tax	\$112.50
1045-12. Iip labels / Mail Merge				
› 4/10	1	\$90.00	No Tax	\$90.00
8:45a - 9:45a - Mail Merge Edited Raiser's Edge data to print first 1/2 of labels				
› 4/14	0.25	\$90.00	No Tax	\$22.50
Offsite: Extract 8 pages from Word document and OCR 8 pages individually for Victim Services.				
› 4/14	1.5	\$0.00	No Tax	\$0.00
830-1015. Internet down. Wanda's spreadsheet. (minus 15minutes for client phone call).				

Description	Time/Quantity	Rate (USD)	Tax	Total
› 4/15	5	\$90.00	No Tax	\$450.00
10a-350 - minus 45min client phone call				
› 4/20	1	\$90.00	No Tax	\$90.00
IIP: Logos update from spreadsheet. Discussed auction item display layout				
› 4/22	3.75	\$90.00	No Tax	\$337.50
1030 - 1215 - All IIP. Added sponsors, changed Gtech logo. Setup email w/ video and revised per requests. 245p - 345 IIP - Setup Publisher file for auction items. further revision to email newsletter w/ video. 345p - 445p Monthly Reports Spreadsheet. Highlight cells to show source v totals. 445-515 (socializing. no charge, of course!)				
› 4/24	0.25	\$90.00	No Tax	\$22.50
IIP: Convert IIP invitation PDF to PNG for in-email attachment. Added border to IIP auction item draft image. Sent for review.				
› 4/27	0.25	\$90.00	No Tax	\$22.50
IIP: Remote: Edit IIP invitation to remove back cover and merge to one file. Setup email with inline image and links for board.				
› 4/28	3.5	\$90.00	No Tax	\$315.00
1245-415				
Iip: 1.5hrs: auction signs. Added more sponsors				
Create online forms and spreadsheet for monthly reports.				
Subtotal:				\$1,800.00
Total:				\$1,800.00
Due: 04/01/2015				