

R E P O R T   S A M P L E S

# Some TimeWise™ Report Samples

For more information on TimeWise™, contact your Authorized TimeWise™ Reseller or  
David Berman Developments: call (613) 728-6777, fax (613) 728-2867, e-mail [info@timewise.net](mailto:info@timewise.net) or visit  
[www.timewise.net](http://www.timewise.net)

TimeWise™

# Job Ticket 6106-D Update

TimeWise

by A. Director Oct 15/98 3:14 am The Demonstration Company

---

## METROP 6106-D METROP 6106-D METROP 6106-D

### Annual Report French edition

---

SCHEDULE:	Started:	Sunday, January 18, 1998 11:10 am	
	Phase A: due	Monday, January 19, 1998	Orientation
	Phase B: due	Friday, January 30, 1998	Consultation
	Phase C: due	Sunday, February 15, 1998	Design
<i>Current&gt;</i>	Phase D: due	Tuesday, February 17, 1998	Presentation
	Phase E: due	Monday, February 23, 1998	Modification
	Phase F: due	Wednesday, February 25, 1998	Design Approval
	Phase G: due	Sunday, March 15, 1998	Production
	Phase H: due	Saturday, April 4, 1998	Manufacturing
	Phase I: due	Monday, April 6, 1998	Quality Assure
	Phase J: due	Wednesday, April 8, 1998	Delivery
	Phase K: due	Thursday, April 9, 1998	Assessment
	<b>Ultimate Due:</b>	<b>Monday, May 11, 1998</b>	

Please call (613) 564-5607 when ready.

---

### CLIENT: **The Metropol Corp.**

Ship to: 50 Oak, 12th Floor  
Anytown, Anywhere

Fax: (313) 560-6985

Contact: Ned Story

Phone: (613) 564-5607

Home Phone: (613) 245-6574

Mobile/Pager: (313) 456-7867

### **Special Instructions for The Metropol Corp.:**

All work to be checked by manager before going out.

---

### DEPARTMENTS INVOLVED:

√ Design  
√ Reproduction

---

Client's Purchase Order #: 31468  
Our Representative: Sal Sellabunch

Project: AnnualRep

Quote Notes: This price includes 21000 copies on color.

# Status Report

TimeWise

by A. Director Oct 15/98 2:49 am The Demonstration Company

## METROP 106 METROP 106 METROP 106

### ANNUAL REPORT FRENCH EDITION

Client: The Metropol Corp.  
50 Oak, 12th Floor  
Anytown, Anywhere

**In Progress**

Contact: Ned Story

Their Purchase Order Number: 31468

Project: AnnualRep

### =====

#### TIME CHARGE DETAIL

<b>Design</b>		<i>Hours</i>	<i>Description</i>	<i>Rush</i>	<i>Rnd</i>	<i>Charge</i>
---------------	--	--------------	--------------------	-------------	------------	---------------

*Design Tasks:*

Jan 1	S.Sellabunc	0.17	talk w/ Lawrence			9.25
		0.17	Charged Hrs: 0.10	@\$90.00/hr=		\$9.25

*Consultation Tasks:*

Dec 3	S.Sellabunc	1.75	Meet Nancy			91.00
Jan 26	G.Getitdone	4.00	With client			115.50
Jan 12	S.Sellabunc	0.33	Meet with client	Panic	1	21.97
		6.08	Charged Hrs: 2.54	@\$90.00/hr=		\$228.47

*Production Tasks:*

Dec 5	A.Newthough	0.50	Fix financials			22.25
Dec 29	A.Newthough	1.00	Check portfolios			44.50
Dec 29	A.Newthough	1.50	financials	Rush	1	86.75
Dec 4	A.Newthough	1.00	Financial change		2	44.50
		4.00	Charged Hrs: 3.30	@\$60.00/hr=		\$198.00

Design Dept:	10.25	Charged Hrs: 5.94				\$435.72
--------------	-------	-------------------	--	--	--	----------

.....

<b>Reproduction</b>		<i>Hours</i>	<i>Description</i>	<i>Rush</i>	<i>Rnd</i>	<i>Charge</i>
---------------------	--	--------------	--------------------	-------------	------------	---------------

*Typing Tasks:*

Dec 3	G.Getitdone	5.50	French and English roots	Rush		380.75
-------	-------------	------	--------------------------	------	--	--------

# Status Report METROP 106

by A. Director Oct 15/98 2:49 am The Demonstration Company

---

<b>Reproduction</b>		<i>Hours</i>	<i>Description</i>	<i>Rush</i>	<i>Rnd</i>	<i>Charge</i>
<i>Typing Tasks:</i>						
Dec 4	G.Getitdone	0.75	adapt financials			39.92
Dec 4	G.Getitdone	0.75	editing	Rush		51.89
Dec 5	G.Getitdone	1.75	body fit			93.25
Dec 5	S.Sellabunc	0.25	Refine financials	Rush		18.99
Dec 9	G.Getitdone	8.33	fitting	Rush		570.81
Dec 26	G.Getitdone	0.50	Off-shore roots			26.75
Dec 27	G.Getitdone	8.33	President - message			439.25
Dec 28	G.Getitdone	6.00	Page 33			319.50
Dec 28	G.Getitdone	0.25	finals	Rush		565.25
Dec 28	G.Getitdone	3.17	Final English	Panic		337.25
Dec 29	G.Getitdone	0.17	Retype first page			11.25
Dec 29	G.Getitdone	0.17	Free Report			11.25
Dec 30	G.Getitdone	3.00	English	Rush		207.75
Dec 30	G.Getitdone	3.67	French			195.25
Dec 31	G.Getitdone	3.33	Second report			177.50
Dec 31	G.Getitdone	2.50	Statement runaround	Rush		172.97
Jan 2	G.Getitdone	3.83	French authors list			204.25
Jan 3	G.Getitdone	7.00	French			372.75
Jan 3	G.Getitdone	4.50	Spanish	Rush		311.50
Jan 4	G.Getitdone	1.50	French doorflies			79.83
Jan 5	G.Getitdone	0.83	restructuring corp			44.50
Dec 4	G.Getitdone	0.25	financials		1	14.50
Dec 4	G.Getitdone	0.75	English body		1	39.92
Dec 10	G.Getitdone	4.00	financials changes		1	199.75
Jan 3	G.Getitdone	0.67	English changes	Panic	1	70.96
Jan 4	G.Getitdone	2.17	French houseflies		1	115.50
Jan 8	G.Getitdone	0.33	More Changes		1	17.75
		74.25	Charged Hrs: 101.82 @\$50.00/hr=			\$5,090.79

## *Proofreading Tasks:*

Dec 10	J.Justright	3.00	Report			103.75
Dec 27	S.Sellabunc	0.25	With Peter	Rush		12.25
Dec 28	A.Newthough	5.75	French galleys	Rush		281.81
Dec 28	J.Justright	3.50	Report			131.95
Dec 28	S.Sellabunc	5.00	Final			188.50
Dec 30	J.Justright	0.33	Lasher's Report			12.75
Jan 1	J.Justright	0.50	Reread charts			18.85
Jan 2	S.Sellabunc	0.17	Refine french	Rush		8.25
Jan 2	J.Justright	2.17	French			81.75
Jan 2	A.Newthough	5.00	French report	Rush		245.25

**Status Report METROP 106**

by A. Director Oct 15/98 2:49 am The Demonstration Company

<b>Reproduction</b>		<i>Hours</i>	<i>Description</i>	<i>Rush</i>	<i>Rnd</i>	<i>Charge</i>
<i>Proofreading Tasks:</i>						
Jan 3	J.Justright	1.67	Report back paper			62.83
Jan 3	S.Sellabunc	0.17	profile section			6.50
Jan 3	A.Newthough	1.67	Spanish styles			62.83
Jan 4	G.Getitdone	0.17	French catflies			6.50
Jan 5	J.Justright	0.50	Flare gun report			18.85
Dec 5	J.Justright	0.75	French corrections		1	28.50
Dec 6	J.Justright	1.50	Report		1	56.75
Jan 3	A.Newthough	0.50	Spanish styles rev.		1	18.85

32.58 Charged Hrs: 26.93 @\$50.00/hr= \$1,346.72

*Mark-up, Copy Preparation Tasks:*

Dec 6	S.Sellabunc	0.25	Phone with Nancy			11.75
Dec 10	S.Sellabunc	0.25	Discussion w/ Nancy			11.75
Dec 26	S.Sellabunc	0.50	English corp. profile			23.50
Dec 30	S.Sellabunc	0.17	Arrange schedule			7.80
Jan 3	S.Sellabunc	1.00	profile			46.80
Jan 3	S.Sellabunc	0.33	Final corporation			15.75
Jan 5	G.Getitdone	0.17	Talk re: assumptions			7.80
Jan 6	S.Sellabunc	0.17	Check French aa's	Rush	1	10.25

2.83 Charged Hrs: 3.01 @\$45.00/hr= \$135.40

Reproduction Dept: 109.67 Charged Hrs: 131.76 \$6,572.91

**Management** *Hours Description Rush Rnd Charge*

*Photocopying Tasks:*

Dec 27	A.Newthough	0.25	financials			0.00
--------	-------------	------	------------	--	--	------

0.25 Charged Hrs: 0.00 @ \$0.00/hr= \$0.00

Management Dept: 0.25 Charged Hrs: 0.00 \$0.00

Total Regular Time: \$6,282.68 123.79 charged hours Dec 3 -Jan 26  
 Alteration Round 1 time: \$681.45 13.17 charged hours Dec 4 -Jan 12  
 Alteration Round 2 time: \$44.50 0.74 charged hours Dec 4 -Dec 4

**Total time charges (before tax): \$7,008.63**

**Status Report METROP 106**

by A. Director Oct 15/98 2:49 am The Demonstration Company

```

=====
ITEM CHARGE DETAIL
By          Date      Vendor  Rush   Round  Total Price (Free)
          Cost for 1      Charge
Design Dept:
5 Dry transfer letter sheet..Goudy
  G.Getitdone  Jan 24                28.75  11.50      57.50
-----
Outside Photography..Review
  G.Getitdone  Jan 26                57.38                114.75
-----
Production Dept:
10 Headline words..Medium
  A.Newthought Jan 21                Panic    42.50                85.00
-----
10 Headline words..Augusta contract
  G.Getitdone  Jan 23                104.25                208.50
-----
Category Total: 20 Headline words..      146.75  Total:      293.50
-----
Department 8 Dept:
Colour Separations..Templates
  G.Getitdone  Jan 22                Rush      600.00                1200.00
-----
Reproduction Dept:
Fontex single font..Prague
  G.Getitdone  Feb 1  LOOMIS                0.40  PO#1234      50.00
-----
6 Aldus Pagemaker..Draft 4
  G.Getitdone  Feb 2  ALDUS                45.00  700.00  PO#1235      4200.00
-----
9 Aldus Pagemaker..Draft 5
  G.Getitdone  Feb 3  ALDUS                67.50  700.00  PO#1236      6300.00
-----
Category Total: 15 Aldus Pagemaker..      112.50  Total:      10500.00
=====

```

**Total of 8 chargeable item charges (before tax): \$12,215.75**

```

=====
DELIVERY CHARGE DETAIL
Date      By Service  Carrier      Rate  Charge
Disk to nancy  Dec 25 DIRKRush    Bear Courier    B    6.50
Disk to nancy  Dec 26 DIRKNon Stop Bear Courier    B    8.60
Film to nancy  Dec 27 DIRKNon Stop Bear Courier    B    8.60
To Nancy      Jan 26 DIRKNon Stop Bear Courier    R    8.60
=====

```

**Status Report METROP 106**

by A. Director Oct 15/98 2:49 am The Demonstration Company

	<i>Date</i>	<i>By</i>	<i>Service</i>	<i>Carrier</i>	<i>Rate</i>	<i>Charge</i>
To Nancy	Jan 28	DIR	Non Stop	Bear Courier	B	8.60
To Nancy	Jan 28	DIR	Non Stop	Bear Courier	B	8.60
Second proofs	Jan 28	DIR	Non Stop	Bear Courier	B	8.60
Third proofs	Jan 29	DIR	Non Stop	Bear Courier	B	8.60
Randolph proof	Jan 29	DIR	Non Stop	Bear Courier	B	8.60
Page 16 to Nancy	Jan 29	DIR	Rush	Bear Courier	B	6.50
To Nancy	Jan 30	DIR	Non Stop	Bear Courier	B	8.60
Bird Seed to John	Jan 31	DIR	Normal	Bear Courier	B	4.30
Second Proofs	Feb 1	SAL	Non Stop	Bear Courier	B	8.60
Doves to Nancy	Feb 2	SAL	Non Stop	Bear Courier	B	8.60
Seed to Nancy	Feb 3	DIR	Non Stop	Bear Courier	B	8.60
Waterfowl to Joy	Feb 5	DIR	Non Stop	Bear Courier	B	8.60
Sprigs from airport	Feb 6	DIR	Non Stop	Bear Courier	B	8.60
To accountants	Feb 7	SAL	Non Stop	Bear Courier	B	8.60
To Nancy	Feb 8	SAL	Non Stop	Bear Courier	B	8.60
To Nancy	Feb 9	DIR	Non Stop	Bear Courier	B	8.60
To Nancy	Feb 10	DIR	Normal	Bear Courier	B	4.30

**Total of 23 chargeable delivery charges (before tax): \$185.00**

**SUGGESTED INVOICE AMOUNT TO DATE**

**Suggested Invoice: \$19,409.38**  
 CST: 1242.05

SST Exemption #: 3427085805

**Total Suggested Invoice: \$20,651.43**

Special Instructions: All work to be checked by manager before going out.

**FINANCIAL ANALYSIS**

	<i>Actual</i>	<i>Estimated</i>	<i>Invoiced</i>	<i>Costs</i>
	<i>Charges</i>	<i>(vs. Actual)</i>	<i>(vs. Actual)</i>	<i>(vs. Actual/Invoice)</i>
<b>Shipping</b>	185.00		0.00 ( 0%)	
<i>Deliveries</i>	185.00			
<b>Design</b>	607.97		0.00 ( 0%)	321 ( 53%)
<i>Time only</i>	435.72			235 ( 54%)
<i>Items only</i>	172.25			86 (137%)

# Status Report METROP 106

by A. Director Oct 15/98 2:49 am The Demonstration Company

<b>Department 8</b>	1200.00	0.00 ( 0%)	600 ( 50%)
<b>Reproduction</b>	17122.91	0.00 ( 0%)	2512 ( 15%)
<i>Time only</i>	6572.91		2400 ( 37%)
<i>Items only</i>	10550.00		112 ( 23%)
-----	-----	-----	-----
<b>Total</b>	<b>19409.38</b>		<b>3586 ( 18%)</b>
All Time	7008.63		2640 ( 38%)
All Items	12215.75		945 ( 8%)
CST	1242.05		
-----	-----	-----	-----
<b>Grand Total</b>	<b>20651.43</b>		
Alteration 1	681.45		548 ( 80%)
Alteration 2	44.50		40 ( 90%)
-----	-----	-----	-----
Alterations	725.95		588 ( 81%)

Grand total includes \$2937.47 in Rush charges.

Grand total includes \$678.58 in Panic charges.

=====

## QUOTATION ANALYSIS

	<i>Quotation</i>	<i>Actual</i>	<i>Invoiced</i>	<i>Budget Remaining</i>
		<i>Charges</i>	<i>(vs. Quote)</i>	<i>(vs. Quote)</i>
<b>Total</b>	<b>23000.00</b>	<b>19409 ( 84%)</b>		<b>3590 ( 16%)</b>
Time Only	19000.00	7008 ( 37%)		11991 ( 63%)
Other Only	4000.00	12400 (310%)		-8400 (-210%)

=====

## TIME ANALYSIS

	<i>Actual</i>	<i>Billable</i>	<i>Charged</i>	<i>Estimated</i>	<i>Hours</i>
	<i>Hours</i>	<i>Hours</i>	<i>Hours</i>	<i>Hours</i>	<i>Remaining</i>
<b>Shipping</b>	0.00	0.00	0.00		
<b>Design</b>	10.25	10.25	5.94		
<b>Production</b>	0.00	0.00	0.00		
<b>Department 8</b>	0.00	0.00	0.00		
<b>Reproduction</b>	109.67	109.67	131.76		
-----	-----	-----	-----	-----	-----
<b>Total</b>	<b>120.17</b>	<b>119.92</b>	<b>137.70</b>		
Alterations	13.92	13.92	13.91		

# Status Report METROP 106

by A. Director Oct 15/98 2:49 am The Demonstration Company

<i>Date</i>	<i>Employee</i>	<i>Category, Description</i>	<i>[Hours]</i>	<i>Charge</i>
Jan 12	SAL	Consultation, Meet with client	0.33	21.97
Dec 29	ART	Production, financials	1.50	86.75
Dec 4	GARY	Typing, financials	0.25	14.50
Dec 4	GARY	Typing, English body	0.75	39.92
Dec 10	GARY	Typing, financials changes	4.00	199.75
Jan 3	GARY	Typing, English changes	0.67	70.96
Jan 4	GARY	Typing, French houseflies	2.17	115.50
Jan 8	GARY	Typing, More Changes	0.33	17.75
Dec 5	JANICE	Proofreading, French corrections	0.75	28.50
Dec 6	JANICE	Proofreading, Report	1.50	56.75
Jan 3	ART	Proofreading, Spanish styles rev.	0.50	18.85
Jan 6	SAL	Mark-up, Copy P, Check French aa's	0.17	10.25
<b>Round 1 Total:</b>			<b>12.92</b>	<b>681.45</b>

**Round 2**

Dec 4	ART	Production, Financial change	1.00	44.50
-------	-----	------------------------------	------	-------

=====

**SUMMARY BY DEPARTMENT**

	<i>Hours</i>	<i>Time Charges</i>	<i>Item Charges</i>
<b>Design Department:</b>			
Design	0.17	\$9.25	
Consultation	6.08	\$228.47	
Production	4.00	\$198.00	
Dry transfer letter sheet			\$57.50
Outside Photography			\$114.75
<i>Design Total</i>	<u>10.25</u>	<u>\$435.72</u>	<u>\$172.25</u>
<b>Production Department:</b>			
Headline words			\$293.50
<i>Production Total</i>	<u>0.00</u>	<u>\$0.00</u>	<u>\$293.50</u>
<b>Department 8 Department:</b>			
Colour Separations			\$1,200.00
<i>Department 8 Total</i>	<u>0.00</u>	<u>\$0.00</u>	<u>\$1,200.00</u>
<b>Reproduction Department:</b>			
Typing	74.25	\$5,090.79	
Proofreading	32.58	\$1,346.72	
Mark-up, Copy Preparation	2.83	\$135.40	

=====  
**SCHEDULE**

Start Date: Tuesday, February 18, 1997  
Phase A: Orientation due Wednesday, November 17, 1993  
Phase B: Consultation due Tuesday, November 30, 1993  
Phase C: Design due Saturday, January 15, 1994  
**Phase D: Presentation due Monday, January 17, 1994 (current phase)**  
Phase E: Modification due Sunday, January 23, 1994  
Phase F: Design Approval due Tuesday, January 25, 1994  
Phase G: Production due Tuesday, February 15, 1994  
Phase H: Manufacturing due Friday, March 4, 1994  
Phase I: Quality Assure due Sunday, March 6, 1994  
Phase J: Delivery due Tuesday, March 8, 1994  
Phase K: Assessment due Wednesday, March 9, 1994  
**Ultimate Due Date: Wednesday, June 11, 1997**  
Completed: Wednesday, October 30, 1996

=====  
**COMMENTS**

# Work in Progress Report: All Job Types

by A. Director Oct 15/98 3:06 am The Demonstration Company

Client ID	Job Number	Job Title	Charges Charged To Date	Quoted Amount Left	Quote Used	Days til Due	Time Span Used	Hours Spent	Item Charge Costs	
ANDREG	113	"Invest in Zinc Today"	254	-174	318%	-541	831%	7.3		
ANDREG	117	Annual Children's	48			-532	818%	0.5		
BHAKTI	114	Parthenon Pizza menu	18			-533	2638%	0.6		
CHARLT	109	Miscellaneous charges to May	541	59,458	1%	-533	1876%	12.6		19
CMA	105	Conference Programme	636	1,563	29%	-523	1638%	19.6		
COD	115	Elks of Ottawa sign design	711	288	71%	-552	55300%	11.0		27
DATACA	102	Invoices and Window envelopes	405	-205	203%	-542	2184%	4.0		147
HEWSON*	122	Sport Fishing and You	0							
LEONAR*	104	Pond's Annual Report	1,396	2,048	41%			35.4		
METROP	106	Annual Report French edition	19,409	3,590	84%	-491	530%	120.1		945
TRIAD	123	"Who Am I?": A Lifeguard's	102			-548	54900%	2.0		
TRUST	112	Ben Johnson's Run for	17	-12	350%	-896	-163%	1.0		
TRUST	103	Shirley Tondreau's new card	303	5,896	5%	-518	1096%	11.7		17
TWOFOR	108	Miscellaneous charges for	31	2	92%	-550	3335%	0.7		
TOTAL PROJECTED INVOICING:			23,877	72,456	Total:		96,333	226.9		1,156
*=Completed jobs only:			1,397	2,048	Total:		3,445	35.4		0
Uncompleted (in progress) jobs only:			22,481	70,408	Total:		92,888	191.5		1,156

## CASH RECEIPTS PROJECTION

Assuming jobs are invoiced as quoted (or as suggested) on their ultimate due dates, that completed or overdue jobs are invoiced tomorrow, and payment is received on the last day of credit terms, expect these receipts from the work in progress:

Incomplete with no due date given	\$0.00
0-15 days	\$1,000.00
16-30 days	\$60,018.58
31-45 days	\$31,870.03
46-60 days	\$3,445.00
61-75 days	\$0.00
76-90 days	\$0.00
90+ days	\$0.00
-----	
Total	\$96,333.61

# Billing Summary

TimeWise

by A. Director Apr 16 11:42 pm Graphic Professionals Inc.

Billing Summary for January 1, 1997 to April 30, 1997

Invoice	Date	Client	Pre-Tax \$	CST \$	SST \$	Total \$
107	Feb 5 /97	DATAACA	250.50	17.06	20.04	287.60
111	Feb 5 /97	CHARLT	560.00			560.00
116	Feb 5 /97	SUSSEX	11000.00			11000.00
118	Feb 5 /97	HEWSON	92.00			92.00
119	Feb 5 /97	HEWSON	1500.00			1500.00
121	Feb 5 /97	HEWSON	176.83			176.83
124	Feb 14/97	ANDREG	1072.76			1072.76
Grand Totals:			14652.09	17.06	20.04	14689.19

---

STATISTICS

Average pre-tax billing for 7 billed jobs: \$ 2093.16  
 Pre-tax total sales of Cty Sales Tax taxable jobs: \$ 250.50  
 Pre-tax total sales of State Sales Tax taxable jobs: \$ 250.50

86% of these jobs were completed by the Ultimate Due Date.

---

TIME CHARGES BY BILLABLE TASK		First Half	Second Half	
	Total	Jan 1 /97	Mar 2 /97	
Design Department	Charges	-Mar 1 /97	-Apr 30/97	Trend
Design	\$201	\$201	\$0	
Consultation	\$756	\$756	\$0	
Production	\$335	\$335	\$0	
Design Total Time	\$1,293			
	Total	Jan 1 /97	Mar 2 /97	
Reproduction Department	Charges	-Mar 1 /97	-Apr 30/97	Trend
Typing	\$185	\$185	\$0	
Proofreading	\$43	\$43	\$0	
Reproduction Total Time	\$229			

Total Billable Time: 39.50 hours  
 Total Non-billable Time: 3.50 hours

---

ITEM CHARGES		First Half	Second Half	
	Total	Jan 1 /97	Mar 2 /97	
Camera Department	Charges	-Mar 1 /97	-Apr 30/97	Trend
Line shot PMT small 8	\$6	\$6	\$0	
Camera Item Total	\$6			
	Total	Jan 1 /97	Mar 2 /97	
Design Department	Charges	-Mar 1 /97	-Apr 30/97	Trend
Artboard & misc. materia	\$3	\$3	\$0	
Design Item Total	\$3			

Total Camera item charges: \$ 6.75  
 Total Camera item costs: \$ 3.38

Total Design item charges: \$ 3.25  
 Total Design item costs: \$ 1.25

Delivery charge total: \$ 14.80

DEPARTMENT TOTALS	Jobs		Suggested Charges		Actually Billed	% Charges Billed
Shipping	1	\$	14.80	\$	60.00	405%
Camera	3	\$	6.75	\$	6425.00	95185%
Design	4	\$	1296.26	\$	6231.26	481%
Reproduction	5	\$	229.04	\$	1932.33	844%
Overall	7	\$	1546.85	\$	14652.09	947%

# Client Sales Report

by A. Director Apr 16 11:48 pm Graphic Professionals Inc.

January 1, 1997 through March 31, 1997

Job #	Job Title	Start Date	Invoice Date	Invoice Total	Total Charges and % Billed	Total Quote and % Billed
<b>ANDREG Andre-Guibot Jewellers</b>						
124	The Special Wonder of Titan	Feb 2 /97	Feb 14/97	1,072.76	1,019 105%	20,000 5%
<b>By Department:</b>						
Shipping Department				60.00		
Design Department				1,012.76		
<b>Total (before tax)</b>				<b>1,072.76</b>	<b>1,019 105%</b>	
<b>Cost breakdown:</b>						Time costs: Item costs:
<b>CHARLT Charlterrace Associates</b>						
111	Emergency Tiling for Immigr	Apr 8 /96	Feb 5 /97	560.00	0	560 100%
<b>By Department:</b>						
Camera Department				340.00		
Reproduction Department				220.00		
<b>Total (before tax)</b>				<b>560.00</b>	<b>0</b>	
<b>DATAACA Datacalculator Ltd.</b>						
107	New business card design	Mar 25/97	Feb 5 /97	250.50	170 146%	234 107%
<b>By Department:</b>						
Camera Department				85.00		
Design Department				110.50		
Reproduction Department				55.00		
<b>Total (before tax)</b>				<b>250.50</b>	<b>170 146%</b>	
Cty Sales Tax billed				17.06		
State Sales Tax billed				20.04		
<b>Grand Total billed (including tax)</b>				<b>287.60</b>		
<b>Cost breakdown:</b>						Time costs: Item costs:
<b>HEWSON Hewly and Son</b>						
118	Emergencies in Communal Liv	Apr 12/97	Feb 5 /97	92.00	92 100%	
119	Expanding into the Common M	Apr 12/97	Feb 5 /97	1,500.00	188108%	
121	Alterations to the Wheat Bo	Apr 12/97	Feb 5 /97	176.83	176 100%	

# Employee Activity Report Privacy Page

TimeWise

by A. Newthought Apr 16 11:01 pm Demo Limited

# Employee Activity Apr 16/94 to Apr 16/97

by A. Newthought Apr 16 11:01 pm Demo Limited

ADLAI DIRECTOR

Hired Dec 1 /87

(Annual Salary: \$60,000.00, Hourly Cost: \$31.00)

	Number of Jobs	Total Hours	Billable Hours	Non-bill Hours	Bill Hours%	Cost	Billable Dollars
Design:							
Consultation	1	8.00	8.00	none		\$	395
Oops!	1	0.33	none	0.33			none
TOTALS:	2	8.33	8.00	0.33	96%	\$	258 \$
Billable Rush Hours:		8.00					\$

Client	Job #	Job Title	Hours	Charges
TRIAD	120	European trading block proposal	0.33	\$0.00
ANDREG	124	The Special Wonder of Titanium	8.00	\$395.25

# Employee Activity Apr 16/94 to Apr 16/97

by A. Newthought Apr 16 11:01 pm Demo Limited

GARY GETITDONE

Hired Apr 3 /89

(Hourly Wage: \$17.50, Hourly Cost: \$22.50)

	Number of Jobs	Total Hours	Billable Hours	Non-bill Hours	Bill Hours%	Cost	Billable Dollars
Design:							
Design	1	4.00	4.00	none		\$	59
Consultation	2	10.00	10.00	none		\$	280
Reproduction:							
Typing	16	103.33	103.33	none		\$	6,638
Transmitted Codi	1	5.75	5.75	none		\$	201
Programming	1	0.75	0.75	none		\$	22
Proofreading	1	0.17	0.17	none		\$	6
Mark-up, Copy Pr	2	0.33	0.33	none		\$	18
Oops!	8	5.50	none	5.50			none
TOTALS:	17	129.83	124.33	5.50	96%	\$ 2,921	\$ 7,226
Billable Rush Hours:		39.67					
Billable Panic Hours:		4.67					

Client	Job #	Job Title	Hours	Charges
TRUST	103	Shirley Tondreau's new card	1.00	\$39.08
LEONAR	104	Pond's Annual Report	19.58	\$743.09
CMA	105	Conference Programme	3.17	\$163.01
METROP	106	Annual Report	78.33	\$5,201.60
DATA CA	107	New business card design	1.17	\$53.21
TWOFOR	108	Miscellaneous charges for Scrod ac	0.42	\$21.54
CHARLT	109	Miscellaneous charges to May 31	6.83	\$328.26
TRUST	112	Ben Johnson's Run for Rainforests	1.00	\$17.50
ANDREG	113	"Invest in Zinc Today" brochure	2.50	\$105.25
BHAKTI	114	Parthenon Pizza menu	0.33	\$13.75
COD	115	Elks of Ottawa sign design	0.17	\$8.87
ANDREG	117	Annual Children's Presentation	0.33	\$37.75
HEWSON	118	Emergencies in Communal Living	1.33	\$59.50
HEWSON	119	Expanding into the Common Market	0.50	\$8.75
HEWSON	121	Alterations to the Wheat Board pro	1.00	\$64.00
ANDREG	124	The Special Wonder of Titanium	10.00	\$224.00

# Employee Activity Apr 16/94 to Apr 16/97

by A. Newthought Apr 16 11:01 pm Demo Limited

JANICE JUSTRIGHT

Hired Jul 6 /91

(Annual Salary: \$36,500.00, Hourly Cost: \$16.00)

	Number of Jobs	Total Hours	Billable Hours	Non-bill Hours	Bill Hours%	Cost	Billable Dollars
Reproduction:							
Proofreading	14	40.18	40.18	none			\$ 1,424
Oops!	1	0.17	none	0.17			none
System Maintenanc	1	0.25	none	0.25			none
TOTALS:	14	40.60	40.18	0.42	99%	\$ 649	\$ 1,424
Billable Rush Hours:		1.17					
Billable Panic Hours:		0.67					

Client	Job #	Job Title	Hours	Charges
DATA CA	102	Invoices and Window envelopes	0.25	\$7.75
LEONAR	104	Pond's Annual Report	12.58	\$459.50
CMA	105	Conference Programme	2.50	\$72.75
METROP	106	Annual Report	13.92	\$515.98
TWOFOR	108	Miscellaneous charges for Scrod ac	0.33	\$9.75
CHARLT	109	Miscellaneous charges to May 31	5.00	\$161.66
ANDREG	113	"Invest in Zinc Today" brochure	2.83	\$90.70
BHAKTI	114	Parthenon Pizza menu	0.35	\$4.83
COD	115	Elks of Ottawa sign design	0.17	\$6.50
ANDREG	117	Annual Children's Presentation	0.17	\$10.75
HEWSON	118	Emergencies in Communal Living	1.00	\$29.00
HEWSON	119	Expanding into the Common Market	0.50	\$9.75
HEWSON	121	Alterations to the Wheat Board pro	0.17	\$4.83

# Employee Activity Apr 16/94 to Apr 16/97

by A. Newthought Apr 16 11:01 pm Demo Limited

ART NEWTHOUGHT

Hired Dec 22/90

(Hourly Wage: \$19.00, Hourly Cost: \$20.00)

	Number of Jobs	Total Hours	Billable Hours	Non-bill Hours	Bill Hours%	Cost	Billable Dollars
Camera:							
Cameraswork	5	2.92	none	2.92			none
Design:							
Design	3	9.75	9.75	none		\$	227
Consultation	3	1.25	1.25	none		\$	27
Production	6	22.25	22.25	none		\$	707
Reproduction:							
Proofreading	1	12.92	12.92	none		\$	608
Mark-up, Copy Pr	1	1.50	1.50	none		\$	54
Management:							
Photocopying	2	0.50	none	0.50			none
TOTALS:	8	51.08	47.67	3.42	93%	\$ 1,021	\$ 1,625
Billable Rush Hours:		17.33					

Client	Job #	Job Title	Hours	Charges
DATAACA	102	Invoices and Window envelopes	3.25	\$79.39
TRUST	103	Shirley Tondreau's new card	10.75	\$230.35
CMA	105	Conference Programme	11.67	\$306.30
METROP	106	Annual Report	17.17	\$806.74
DATAACA	107	New business card design	5.08	\$99.25
CHARLT	109	Miscellaneous charges to May 31	0.67	\$0.00
COD	115	Elks of Ottawa sign design	2.33	\$103.75

# Employee Activity Apr 16/94 to Apr 16/97

by A. Newthought Apr 16 11:01 pm Demo Limited

SAL SELLABUNCH

Hired Jan 25/92

(Annual Salary: \$50,000.00, Hourly Cost: \$29.00)

	Number of Jobs	Total Hours	Billable Hours	Non-bill Hours	Bill Hours%	Cost	Billable Dollars
Design:							
Design	8	10.08	10.08	none		\$	538
Consultation	8	22.08	22.08	none		\$	1,557
Production	2	6.50	6.50	none		\$	297
Production:							
System Maintenanc	1	2.00	none	2.00			none
Department 8:							
Liaison	1	0.50	0.50	none		\$	17
Reproduction:							
Typing	3	0.92	0.92	none		\$	33
Proofreading	3	8.08	8.08	none		\$	285
Mark-up, Copy Pr	3	5.08	5.08	none		\$	229
TOTALS:	15	55.25	53.25	2.00	96%	\$ 1,602	\$ 2,958
Billable Rush Hours:		27.00					
Billable Panic Hours:		6.50					

Client	Job #	Job Title	Hours	Charges
DATAACA	102	Invoices and Window envelopes	0.50	\$17.00
LEONAR	104	Pond's Annual Report	3.25	\$133.80
CMA	105	Conference Programme	2.33	\$94.50
METROP	106	Annual Report	10.75	\$484.31
DATAACA	107	New business card design	0.25	\$11.25
CHARLT	109	Miscellaneous charges to May 31	0.17	\$7.50
ANDREG	113	"Invest in Zinc Today" brochure	2.00	\$55.25
COD	115	Elks of Ottawa sign design	8.33	\$538.00
SUSSEX	116	Corporation of Ottawa looking glas	1.00	\$65.00
HEWSON	119	Expanding into the Common Market	2.00	\$0.00
TRIAD	120	European trading block proposal	6.00	\$600.00
HEWSON	121	Alterations to the Wheat Board pro	3.00	\$108.00
TRIAD	123	"Who Am I?": A Lifeguard's Story	2.00	\$93.75
ANDREG	124	The Special Wonder of Titanium	8.00	\$390.26

# Employee Activity Apr 16/94 to Apr 16/97

by A. Newthought Apr 16 11:01 pm Demo Limited

## TOTALS BY DEPARTMENT:

	Number of Jobs	Total Hours	Billable Hours	Non-bill Hours	Bill Hours%	Cost	Billable Dollars
Camera	5	2.92	none	2.92		\$	0
Design	13	94.25	93.92	0.33	100%	\$	4,091
Production	1	2.00	none	2.00		\$	0
Department 8	1	0.50	0.50	none	100%	\$	17
Reproduction	17	184.93	179.02	5.92	97%	\$	9,522
Management	2	0.50	none	0.50		\$	0
<b>GROUP TOTALS:</b>	21	285.10	273.43	11.67	96%	\$ 6,453	\$ 13,631

Total Items charged in this period: \$ 14,213  
Total Deliveries charged in this period: \$ 291