

Floyd D. Townsend & Associates
211 Warren Street
Newark, NJ 07103 US
973-648-8088
ftownsend@fdtownsend.com
www.fdtownsend.com

Invoice 3811



BILL TO

Mr. Peter Schmitt
Schmitt & Associates LLC
211 Warren St Suite 206
Newark, NJ 07103

DATE
01/15/2020

PLEASE PAY
\$1,600.00

DUE DATE
02/01/2020

ACTIVITY	QTY	RATE	AMOUNT
Bookkeeping Assist with run payroll & reconcile			
Bookkeeping Enter bills, pay bills, print checks and mail out payments			
Bookkeeping Enter and reconcile credit cards transactions monthly			
Bookkeeping Every Tuesday 15 mints meetings SEPTEMBER THROUGH DECEMBER 2019 (4 months)			
Bookkeeping Update and reconcile operating account monthly			
Bookkeeping \$400/month for 4 months	4	400.00	1,600.00

Thank you for the opportunity to serve you!

TOTAL DUE

\$1,600.00

THANK YOU.