

Floyd D. Townsend & Associates

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Invoice 3811

**BILL TO**

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

DATE	PLEASE PAY	DUE DATE
01/15/2020	\$1,600.00	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	4	400.00	1,600.00
Bookkeeping \$400/month for 4 months			

Thank you for the opportunity to serve you!

TOTAL DUE **\$1,600.00**

THANK YOU.