



Prototype, Inc.
Tax ID 02-0644688
6339 Bay Club Drive, #4
Ft. Lauderdale, FL 33308
(954) 249-2177

Invoice

Date: 07/26/2019
Invoice No.: **19-0344**
Due Date: 08/25/2019

Bill To:
Lazy Lake

Billable Units	Description	Rate	
1	Village Administrative Assistant Duties - July 2019 - Council meetings 7/19/19 and 7/30/19	\$400.00	\$400.00
10.5	Office work: fill out and mail ltr to Property Appraiser's Office re: TRIM contact; TCs with attorney; prepare agenda for special meeting on 7/19/19; review of office files to locate documents for public records requests; organization of folders and files; read, respond, and/or forward emails; meet with attorney and Mayor re: TRIM, budget, 40-year inspection; calls and research to locate budget document; emails records request; meet Mayor to print out documents; meet with Mayor and accountant	\$45.00	\$472.50
		Total Amt Due	\$872.50
		Balance Due	\$872.50

Thank you!