

**To The Rescue – Contractor Weekly Time Card**  
**Timecards must be submitted every Monday by 1:00pm**

**Name:** Wendy Beattie

**DATE:** 05/05/17

Service Date	Time In	Time Out	Total Hours	Office Use	Office Use	Job Description (one job per line, paid travel time, paid mileage and reimbursements on own lines)	Mileage	Activity Expenses	Approved
05/02/17	830:00:00	12:00:00 PM	3.5			Research like websites, keywords, key phrases, work on home page content for To The Rescue website			
	01:00:00 PM	05:00:00 PM	4						
-5/03/17	09:00:00 AM	01:00:00 PM	4			Continue to research like websites, key phrases, running analytics for To The Rescue website Created master plan, project plan for TTR website. <a href="https://freedcamp.com/https://freedcamp.com/Marketing_nKw/To_The_Rescue_Website/todos">https://freedcamp.com/https://freedcamp.com/Marketing_nKw/To_The_Rescue_Website/todos</a>			
	03:00:00 PM	11:00:00 PM	7			Signed with project planning software to bring team together, keep flow of project ongoing, transparency for all parties			
05/04/17	630p	12:00:00 AM	4.5			Secure new website for PRK Williams (currently under <a href="http://www.apollo1services.com">www.apollo1services.com</a> ) and hosted under ehost.com. Under construction.			
05/05/17	09:00:00 AM	12:00:00 PM	3			Phone conversation with Ingrid, sent over project plan, master plan and planned for conference call Monday, 5/8 and Wednesday 130-330 with James and Ingrid			
05/05/17	13:30:00	04:30:00 PM	3			Work on content for TTR site and design for PRK Williams website Vision of subdomains layout			
						Cost to secure domain, website, analytics, and other features. Please see email. Sitelock		29.95	
						Website platform ehost.com		35.93	
						Cost of binders to transfer to TTR I will supply next week.			
<b>Week Ending:</b>						<b>Total Hours: 29 hours</b>	<b>Office Use Only</b>		
<b>Signature: Wendy Beattie</b>						<b>Total Mileage and/or expenses: \$65.88</b>			

*Please return to Michelle Rhoades by Friday each week. Michelle to turn into **To The Rescue**, 3725 Centerpoint Road NE, Cedar Rapids, Iowa 52402, Fax (866-397-3834) by 1:00pm on Monday*

**TIME CARDS ARE DUE EVERY MONDAY BY 1:00pm**