

LESLEY & ASSOCIATES3800 Buffalo Speedway, Suite 165
Houston, TX 77098
713.850.9240**BILL TO:**Fort Bend County
Debbie Kaminski
301 Jackson, Suite 201
Richmond, TX 77469**INVOICE****INVOICE NO.:**

1720.01

DATE:

12/12/17

REFERENCE:Fort Bend County Justice Center
Expansion

PO # 156780 R# 430575

TOTAL AMOUNT DUE: \$9,473.15**TERMS: 30 DAYS****Professional Services Rendered**

			<u>Amount</u>
09/22/17	HK	Worked on Relocation Manual.	27.50
09/26/17	PL	Prepared for and attended project meeting.	362.50
10/02/17	PL	Worked on Relocation Manual.	72.50
10/09/17	HK	Worked on Clean-Up Bulletin, Move List, Relocation Manual, and Newsletter.	137.50
10/11/17	PL	Worked on meeting notes, agenda, Communications Plan, and Clean-up Program.	253.75
	PL	Prepared for and attended project meeting.	398.75
10/12/17	PL	Worked on mover pricing format.	72.50
	PL	Worked on furniture disassembly/reassembly pricing format.	72.50
	PL	Worked on Task List.	72.50
10/13/17	HK	Worked on Contact List.	72.50
	PL	Worked on Communications Plan and Task List.	72.50
10/16/17	SG	Worked on meeting notes.	56.25
	PL	Worked on furniture pricing form.	72.50
10/17/17	SG	Worked on Task List.	82.50
	SG	Worked on Relocation Manual.	75.00
	HK	Worked on Move Report Forms and Move Kit.	27.50
	SG	Worked on Relocation Manual.	41.25
	PL	Worked on Task List and meeting notes.	145.00
10/18/17	PL	Worked on Relocation Manual, Move Kit, and Task List.	72.50
	PL	Worked on pricing form for furniture.	72.50

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BY: FM170689

		<u>Amount</u>
10/18/17	HK Worked on Relocation Manual.	55.00
10/19/17	PL Worked on Task List and Relocation Manual.	145.00
	HK Worked on Relocation Manual.	55.00
	PL Worked on Task List and Relocation Manual.	108.75
10/20/17	HK Worked on Distribution List and Contact List.	41.25
10/25/17	HK Prepared for and attended project meeting.	151.25
	HK Prepared for project meeting.	27.50
	PL Worked on meeting notes, agenda, and Task List.	108.75
	PL Prepared for and attended DMC meeting and Move Team meeting.	543.75
10/27/17	HK Worked on Task List.	27.50
	HK Worked on meeting notes.	27.50
	HK Worked on Newsletter.	27.50
11/03/17	PL Worked on pricing for furniture vendor.	36.25
11/08/17	HK Prepared for project meeting.	13.75
	PL Worked on meeting notes, Task List, desktop computer equipment disconnect/reconnect services, and floor plans with cubicle designations.	217.50
	PL Prepared for and attended project meeting.	362.50
11/22/17	PL Worked on meeting notes, agenda, and Task List.	145.00
11/27/17	PL Worked on DMC individual meetings and Clean-up Campaign.	72.50
11/28/17	HK Worked on scheduling individual DMC meetings.	13.75
	PL Worked on scheduling DMC meetings and information for the meetings.	145.00
	PL Worked on Move List.	217.50
	PL Worked on mover pricing form.	108.75
11/29/17	HK Prepared for and attended project meeting.	110.00
	PL Worked on meeting notes, agenda, and Task List.	181.25
	PL Prepared for and attended project meeting.	362.50
11/30/17	HK Worked on meeting notes.	41.25
	HK Worked on Move List.	55.00
	PL Worked on Move List.	145.00
12/01/17	HK Prepared for and attended individual DMC meetings.	206.25
	HK Worked on Clean-Up Campaign.	13.75
	PL Attended individual DMC meetings.	507.50
12/04/17	HK Worked on Clean-up Bulletin.	27.50

		<u>Amount</u>
12/04/17	HK Worked on linear inches count.	27.50
	PL Attended walkthrough at new expansion.	253.75
12/05/17	HK Attended individual DMC meeting.	123.75
	HK Worked on linear inches count.	27.50
	HK Worked on Clean-up Bulletin.	27.50
	PL Attended individual DMC meeting.	326.25
12/06/17	HK Worked on Linear Inches Spreadsheet.	55.00
	HK Prepared for and attended project meeting.	137.50
	PL Worked on meeting notes, agenda, and Task List.	145.00
	PL Worked on notes from DMC meetings and spreadsheet with linear inches.	253.75
	PL Prepared for and attended project meeting.	326.25
12/07/17	HK Worked on Clean-up signage.	27.50
	HK Worked on Move List.	27.50
	HK Worked on meeting notes.	41.25
	HK Worked on Task List.	27.50
	HK Worked on Move List.	13.75
12/08/17	HK Worked on linear inches spreadsheet.	41.25
	HK Attended project meeting regarding high-density file equipment moves.	151.25
	HK Worked on meeting notes.	41.25
	PL Worked on information for meeting with Southwest Solutions.	108.75
	PL Prepared for and attended project meeting regarding high-density file equipment moves.	326.25
	Total Services Rendered:	\$9,071.25
	Additional Costs	
09/26/17	Mileage - P. Lesley	25.68
10/11/17	Mileage - P. Lesley	25.68
10/18/17	Color copy, 8.5x11, single-sided	25.20
	1.5	60.64
	Divider (B&W, 1-10)	47.84
	Cardstock	1.92
10/19/17	Color copy, 8.5x11, single-sided	8.00
10/24/17	Color copy, 8.5x11, single-sided	1.50

		<u>Amount</u>
10/25/17	Mileage - P. Lesley	25.68
11/08/17	Mileage - P. Lesley	25.68
11/29/17	Mileage - P. Lesley	25.68
12/01/17	Mileage - P. Lesley	25.68
12/04/17	Mileage - P. Lesley	25.68
12/05/17	Mileage - P. Lesley	25.68
12/06/17	Mileage - P. Lesley	25.68
12/08/17	Mileage - P. Lesley	25.68

Total Costs:**\$401.90****TOTAL AMOUNT DUE:****\$9,473.15**