

# TimeSaver Off Site Secretarial, Inc.

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5/8/2019

TERMS - NET UPON RECEIPT

INVOICE - SAVAGE OFFICE - #M24715

PLEASE REMIT TO: *TimeSaver Off Site Secretarial, Inc.*  
5291 River Oak Drive  
Savage, MN 55378

Lower Rum River Watershed Management Organization  
Anoka City Hall  
2015 First Avenue N.  
Anoka, MN 55303

<u>Date</u>	<u>Description</u>	<u>Amount</u>
Apr. 3	Add Permit #2018-10 to Agenda Per Barr, Research/Print last Ltr. to Bd. – min.	\$ 18.00
Apr. 4	Download/Print Anoka Q Report & Refund Ltr. – min.	18.00
	Update/e-mail Agenda & Q Report Reminder – min.	18.00
	Organize Packet Files – min.	18.00
	Download/print ACD Q Report – min.	18.00
Apr. 9	Organize packet files – min.	18.00
Apr. 11	Download/print Andover Q Report & Map – min.	18.00
Apr. 12	Download/print Financials – min.	18.00
	E-mails to/from Barr/Wold re: permit memos – min.	18.00
	Compile packet files/convert to Adobe – 3 hrs.	90.00
	Copy / collate paper meeting packets – 1 hr.	30.00
	E-mail electronic packet to ACD/ mail paper packets – min.	18.00
	E-mail packet link to e-server list – min.	18.00
Apr. 16	Download/Print #2018-10 Memo & E-mail to all – min.	18.00
	Pick up Mail/File Paperwork – 1 hr.	30.00
Apr. 17	Download/Print Corrected #2018-10 Memo & E-mail to all – min.	18.00
Apr. 18	Meeting Attendance – min.	145.00
	E-mail draft minutes to Board & Barr – min.	18.00
Apr. 19	Download/Print Barr Memos on #2018-10 & #2018-21 – min.	18.00
Apr. 24	E-mails to/from Haas re: Level II Perf. Review BWSR – min.	18.00
	Download/Print info for May agenda – min.	18.00
Apr. 25	Download/Print info on LRRWMO logo for May agenda – min.	18.00
Apr. 30	Download/Print info on Insurance Waiver for May agenda – min.	18.00
	Processing electronic mail to/from Board – 1 hr.	30.00
	Copies	75.65
	Postage	<u>14.50</u>
	TOTAL	<u>\$ 757.15</u>