

PROJECT SUMMARY

Client:	Company Name Inc.	Project #:	123456
Start Date:	1/1/2007	Project Type:	Website Maintenance
Completion Date:	3/31/2007	Quote:	\$ /hr
Requested By:	Client Contact	Invoice #:	123456
Project Description:	Website Maintenance for the first quarter of 2007.		

Work Description:

Date	Client	Project	Personnel	Cat.	Hrs	Description
1/15/2007	Company Name Inc.	Maintenance: Jan-Mar 2007	John	DSGN	1.50	Designed and added new header graphics
1/21/2007	Company Name Inc.	Maintenance: Jan-Mar 2007	John	HTML	0.50	Removed managers bio from management page.
2/26/2007	Company Name Inc.	Maintenance: Jan-Mar 2007	Kim	HTML	1.00	Removed white papers from navigation, analyzed home page flash movie and started optimizing videos on home page flash
2/27/2007	Company Name Inc.	Maintenance: Jan-Mar 2007	John	HTML	0.00	Removed product spec sheets from navigation No charge.
3/5/2007	Company Name Inc.	Maintenance: Jan-Mar 2007	Kim	DSGN	1.50	Continued tweaking videos. Final optimization consists of 15fps, 500kbps, ON2 V6 compression at 320x240 pixels. Implemented videos into live home page.
TOTAL HOURS:					4.50	