



interpersonal frequency
PO Box 51
McLean VA 22101-0051

Invoice

Date	Invoice #
6/30/2020	12598

Bill To
City of Somerville MA Mr. Dan Moore, Communications Dept 93 Highland Ave Somerville MA 02143

P.O. No.	Terms	I.F. Harvest Code
20182062-00	Due on receipt	SOME-07-STM

Description	Quantity	Rate	Amount
Drupal Support Hours for June 1-31, 2020	13.5	160.00	2,160.00
- 13.5 Total Hours			
- Development: 9.25 Hours			
- Project Management: 3 Hours			
- Design/Content/Research: 1.25 Hours			
Hours Remaining: 25.25			
We appreciate your prompt payment.			Total \$2,160.00

Phone #	Fax #	E-mail
212-390-1501	877-565-6501	accounting@ifsight.com

TotalCaption LLC
315 Pearsall Avenue
Ridgewood, NJ 07450
201.301.2435
lauren@totalcaption.com



INVOICE

BILL TO

City of Somerville MA.
attn: Sarah Bernt

INVOICE # 3025

DATE 06/30/2020

DUE DATE 07/30/2020

TERMS Net 30

DATE	DESCRIPTION	QTY	RATE	AMOUNT
06/23/2020	Certified Closed Captioning into Zoom 10:30-12 (setup 10am) - ended 12:15	2.50	135.00	337.50

Accounts past due will be subject to a finance charge of 1.5% per month.

Visa/MasterCard accepted (+ 3.5% service fee). Contact us for more information.

Thank you for your business.

BALANCE DUE

\$337.50

INVOICE

April 15, 2020 – June 12, 2020

City of Somerville

Sarah Bernt
Community Engagement Specialist /
Social Media Manager

93 Highland Avenue
Somerville, MA 02143
617-625-6600 x2620
sbernt@somervillema.gov

Public Information Team Youth Specialist / Social Media Vendor

- Designed social media graphics for virtual town hall events and public announcements
- Attended digital planning meetings and offered community insight
- Assisted with content planning and creation for town halls
- Attended and monitor livestream comments during virtual events
- Created and maintained survey forms and responses
- Translated slides and graphics into Spanish for virtual town halls

Total Amount Due:

\$375

Reflects 25 Hours @ \$15/hr.

Submitted on Tuesday July 14, 2020

Please Make Payment Out To:

Kenia Arbaiza
25B Memorial Road #34
Somerville MA, 02145