

Invoice



BIG FISH CREATIONS

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web design • marketing • graphic design • branding • copywriting
multimedia authoring • photography • music composition

When you need to get noticed
swim upstream.

Bill To:
Feather River Rail Society PO Box 608 Portola, Ca 96122

Date	Invoice No.	P.O. Number	Terms	Project
02/28/18	6056		Net 10	

Quantity	Description	Rate	Amount
1	Retainer for professional advertising, marketing and research services. CLASS-OPS CODE- 6T079	1,440.00	1,440.00
		Total	\$1,440.00

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Feather River Rail Society (WPRM) February 2018 Timesheet

2-3-18	0.25	Arranged Sacto News 10 John Bartels visit on 2/16
2-4-18	0.5	Copy for Light the Fire Radio Script & email upload to Todd B. ESPN/KOH
2-5-18	1	Marketing meeting w/ EV. Approval of script by EV, SH, GE. Email direction for LTF event.
2-9-18	0.5	Review of marketing update w/ EV for board meeting.
2-9-18	0.5	Quincy RV ad confirmation as per EV. Calls to publishers and Quincy RV for verification of publication and deadline.
2-12-18	0.25	Review of RAL special and emailed to EV for board approval.
2-12-18	0.5	Rearrange column data and import 2018 member and convention list into backend data base
2-13-18	1	Copy for Light the Fire email blast - set up for distribution
2-14-18	0.5	Revised copy/edits - code changed for media download - ready for final approval
2-14-18	1	Mike: Reformatted email blast per Patty for proper displaying and downloading of "Light the Fire" poster. Emailed proof to Eugene for approval. Modified url link to wplives.org per Eugene. Emailed new proof to Eugene for approval.
2-15-18	0.25	Mike: Programmed email blast to go out in the morning per final approval from Eugene.
2-16-18	0.25	Revised radio spot w/ Todd Brusio for ESPN/Pittland KOH. Uploaded to PF & EV
2-16-18	3.5	PR - Marketing for story with John Bartels Sacto News 10 of Snow Plow
2-20-18	0.25	RAL update with EV. Lost & Found. Images for John Bartels. Meetingset w/ Plumas Pines Resort owners.
TOTAL	10.25	Hours