

	Time Spent Outside/Explanation by team member	Team meeting attendance/time	Service	Total Hours for Team	Total Price															
1/23		585	300	10.5	\$885															
Week 1	Christina: 1 hour team meeting, 0.5 hour client meeting, 2 hours researching, 2 general hours account maintenance	1.5 hours	4 hours																	
	Megan: 1 hour team meeting	1 hour	0 hours																	
	Wei: 1 hour team meeting	1 hour	0 hours																	
	Laura: 1 hour team meeting	1 hour	0 hours																	
	Gabby 1 hour team meeting	1 hour	0 hours																	
	Carla: 1 hour team meeting	1 hour	0 hours																	
1/30		315	1,140	17.5	\$1,455															
Week 2	Christina: 0.5 hour team meeting, 0.5 hour client meeting, 2 hours social media, 2 hours general account maintenance	1 hour	4 hours																	
	Megan: 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours																	
	Wei: 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours																	
	Laura: 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours																	
	Gabby 0.5 hour team meeting, 1 hour research social media spotlights, 1 hour general account maintenance	0.5 hour	2 hours																	
	Carla: 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours																	
2/6		315	1,125	17.5	\$1,440															
Week 3	Christina: 0.5 hour team meeting, 0.5 hour client meeting, 1 hour social media, 1 hour research, 2 hours general account maintenance	1 hour	4 hours																	
	Megan: 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours																	
	Wei: 0.5 hour team meeting, 1 hour research, 1 hour general account maintenance	0.5 hour	2 hours																	
	Laura: 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours																	
	Gabby 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours																	
	Carla: 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours																	
2/13		315	1,320	18.5	\$1,635															
Week 4	Christina: 0.5 hour team meeting, 0.5 hour client meeting, 2 hours social media, 1 hour research, 2 hours general account maintenance	1 hour	5 hours																	
	Megan: 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours																	
	Wei: 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours																	
	Laura: 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours																	
	Gabby 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours																	
	Carla: 0.5 hour team meeting, 2 hours social media, 1 hour general account maintenance	0.5 hour	2 hours																	
2/20		315	1,320	19.5	\$1,635															
Week 5	Christina: 0.5 hour team meeting, 0.5 hour client meeting, 1 hour social media, 1 hour research, 2 hours general account maintenance	1 hour	4 hours																	
	Megan: 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours																	
	Wei: 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours																	
	Laura: 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours																	
	Gabby 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours																	
	Carla: 0.5 hour team meeting, 3 hours social media, 1 hour general account maintenance	0.5 hour	4 hours																	

Agency Rates for Comparison:

- ▶ Research - \$75 per hour
- ▶ Writing - \$90 per hour
- ▶ Social media - \$90 per hour
- ▶ Meeting time - \$90 per hour
- ▶ Brainstorming - \$90 per hour
- ▶ General account maintenance - \$75 per hour

2/27		270	1,140	17	\$1,410								
Week 6	Christina: 0.5 hour team meeting, 0.5 hour client meeting, 1 hour social media, 1 hour research, 2 hours general account maintenance	1 hour	4 hours										
	Megan: 1 hour social media, 1 hour general account maintenance	0 hours	2 hours										
	Wei: 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours										
	Laura: 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours										
	Gabby 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours										
	Carla: 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours										
3/6		270	1,065	18	\$1,335								
Week 7	Christina: 0.5 hour team meeting, 0.5 hour client meeting, 1 hour social media, 1 hour research, 2 hours general account maintenance	1 hour	4 hours										
	Megan: 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours										
	Wei: 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	3 hours										
	Laura: 1 hour social media, 1 hour general account maintenance	0 hours	2 hours										
	Gabby 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours										
	Carla: 0.5 hour team meeting, 1 hour social media, 1 hour general account maintenance	0.5 hour	2 hours										
3/20		315	1,875	26.5	\$2,190								
Week 8	Christina: 0.5 hour team meeting, 0.5 hour client meeting, 2 hours general account maintenance	1 hour	2 hours										
	Megan: 0.5 hour team meeting, 2 hours research, 1 hour social media, 1 hour general account maintenance	0.5 hour	4 hours										
	Wei: 0.5 hour team meeting, 3 hours social media, 1 hour research, 1 hour general account maintenance	0.5 hour	5 hours										
	Laura: 0.5 hour team meeting, 1 hour research, 2 hours social media, 1 hour general account maintenance	0.5 hour	4 hours										
	Gabby 0.5 hour team meeting, 1 hour research, 2 hours social media, 1 hour general account maintenance	0.5 hour	4 hours										
	Carla: 0.5 hour team meeting, 1 hour research, 2 hours social media, 1 hour general account maintenance	0.5 hour	4 hours										
3/27		270	1,605	23	\$1,875								
Week 9	Christina: 0.5 hour team meeting, 0.5 hour client meeting, 2 hours general account maintenance, 2 hours social media	1 hour	4 hours										
	Megan: 0.5 hour team meeting, 1 hour general account maintenance, 2 hours research	0.5 hour	3 hours										
	Wei: 1 hour general account maintenance, 2 hours research	0 hours	3 hours										
	Laura: 0.5 hour team meeting, 1 hour general account maintenance, 2 hours social media	0.5 hour	3 hours										
	Gabby 0.5 hour team meeting, 1 hour general account maintenance, 2 hours social media	0.5 hour	3 hours										
	Carla: 0.5 hour team meeting, 1 hour general account maintenance, 2 hours research, 1 hour social media	0.5 hour	4 hours										
4/3		315	1,125	17.5	\$1,440								
Week 10	Christina: 0.5 hour team meeting, 0.5 hour client meeting, 2 hours general account maintenance	1 hour	2 hours										
	Megan: 0.5 hour team meeting, 1 hour general account maintenance, 1 hour social media	0.5 hour	2 hours										
	Wei: 0.5 hour team meeting, 1 hour general account maintenance, 1 hour social media	0.5 hour	2 hours										
	Laura: 0.5 hour team meeting, 1 hour general account maintenance, 1 hour research	0.5 hour	2 hours										
	Gabby 0.5 hour team meeting, 1 hour general account maintenance, 2 hours social media	0.5 hour	3 hours										
	Carla: 0.5 hour team meeting, 1 hour general account maintenance, 1 hour research, 1 hour social media	0.5 hour	3 hours										
4/10		315	1,365	20.5	\$1,680								

