

## Time and Rate Log

Prepared for Densification, Inc.

| Week      | Activity + Explanation                 | Time Spent<br>Total | Rate | Activity      | Total Hours for<br>Team | Total Price | Approved by<br>Supervisor | Agency Rates for Comparison |                 |
|-----------|--|---------------------|------|---------------|-------------------------|-------------|---------------------------|-----------------------------|-----------------|
|           |  |                     |      |               |                         |             |                           | Activity                    | Rate (per hour) |
| 2/12/2023 |  |                     |      |               |                         |             |                           | Research                    | \$75            |
| WEEK 1    | Luke: Meeting time (with client)       | 0.5                 | 90   | Meeting Time  | -                       | \$45        |                           | Writing                     | \$90            |
|           | Megan: Meeting time (with client)      | 0.5                 | 90   | Meeting Time  | -                       | \$45        |                           | Social media                | \$90            |
|           | Charlotte: Meeting time (with client)  | 0.5                 | 90   | Meeting Time  | -                       | \$45        |                           | Meeting time                | \$90            |
|           | Lucy: Meeting time (with client)       | 0.5                 | 90   | Meeting Time  | -                       | \$45        |                           | Brainstorming               | \$90            |
|           | Ava: Meeting time (with client)        | 0.5                 | 90   | Meeting Time  | -                       | \$45        |                           | General account maintenance | \$75            |
|           |  |                     |      |               | -                       | \$0         |                           |                             |                 |
|           |  |                     |      |               | -                       | \$0         |                           |                             |                 |
|           |  |                     |      |               | -                       | \$0         |                           |                             |                 |
|           |  |                     |      |               | 2.50                    | \$225.00    |                           |                             |                 |
| 2/19/2023 |  |                     |      |               |                         |             |                           |                             |                 |
| WEEK 2    | Luke: Meeting time (team)              | 0.5                 | 90   | Meeting Time  | -                       | \$45        |                           |                             |                 |
|           | Luke: Competitive audit                | 0.5                 | 75   | Research      | -                       | \$38        |                           |                             |                 |
|           | Megan: Meeting time (team)             | 0.5                 | 90   | Meeting Time  | -                       | \$45        |                           |                             |                 |
|           | Megan: Competitive audit               | 0.5                 | 75   | Research      | -                       | \$38        |                           |                             |                 |
|           | Charlotte: Meeting time (team)         | 0.5                 | 90   | Meeting Time  | -                       | \$45        |                           |                             |                 |
|           | Charlotte: Competitive audit           | 0.75                | 75   | Research      | -                       | \$56        |                           |                             |                 |
|           | Lucy: Meeting time (team)              | 0.5                 | 90   | Meeting Time  | -                       | \$45        |                           |                             |                 |
|           | Lucy: Social media audit               | 0.5                 | 75   | Research      | -                       | \$38        |                           |                             |                 |
|           | Ava: Meeting time (team)               | 0.5                 | 90   | Meeting Time  | -                       | \$45        |                           |                             |                 |
|           | Ava: Competitive audit                 | 0.5                 | 75   | Research      | -                       | \$38        |                           |                             |                 |
|           |  |                     |      |               | 5.25                    | \$433.00    |                           |                             |                 |
| 2/26/2023 |  |                     |      |               |                         |             |                           |                             |                 |
| WEEK 3    | Luke: Meeting time (with client)       | 1                   | 90   | Meeting Time  | -                       | \$90        |                           |                             |                 |
|           | Luke: Meeting time (team)              | 0.5                 | 90   | Meeting Time  | -                       | \$45        |                           |                             |                 |
|           | Megan: Meeting time (with client)      | 1                   | 90   | Meeting Time  | -                       | \$90        |                           |                             |                 |
|           | Charlotte: Meeting time (with client)  | 1                   | 90   | Meeting Time  | -                       | \$90        |                           |                             |                 |
|           | Charlotte: Meeting time (team)         | 0.5                 | 90   | Meeting Time  | -                       | \$45        |                           |                             |                 |
|           | Lucy: Meeting time (with client)       | 1                   | 90   | Meeting Time  | -                       | \$90        |                           |                             |                 |
|           | Lucy: Meeting time (team)              | 0.5                 | 90   | Meeting Time  | -                       | \$45        |                           |                             |                 |
|           | Ava: Meeting time (with client)        | 1                   | 90   | Meeting Time  | -                       | \$90        |                           |                             |                 |
|           | Ava: Meeting time (team)               | 0.5                 | 90   | Meeting Time  | -                       | \$45        |                           |                             |                 |
|           |  |                     |      |               | 7.00                    | \$ 630.00   |                           |                             |                 |
| 3/5/2023  |  |                     |      |               |                         |             |                           |                             |                 |
| WEEK 4    | Luke: Meeting time (with team)         | 0.5                 | 90   | Meeting Time  | -                       | \$45        |                           |                             |                 |
|           | Luke: Brainstorming content ideas      | 0.5                 | 90   | Brainstorming | -                       | \$45        |                           |                             |                 |
|           | Megan: Meeting time (with team)        | 0.5                 | 90   | Meeting Time  | -                       | \$45        |                           |                             |                 |
|           | Megan: Brainstorming content ideas     | 0.5                 | 90   | Brainstorming | -                       | \$45        |                           |                             |                 |
|           | Charlotte: Meeting time (with team)    | 0.5                 | 90   | Meeting Time  | -                       | \$45        |                           |                             |                 |
|           | Charlotte: Brainstorming content ideas | 0.5                 | 90   | Brainstorming | -                       | \$45        |                           |                             |                 |
|           | Lucy: Brainstorming content ideas      | 0.5                 | 90   | Brainstorming | -                       | \$45        |                           |                             |                 |
|           | Ava: Brainstorming content ideas       | 0.5                 | 90   | Brainstorming | -                       | \$45        |                           |                             |                 |
|           |  |                     |      |               | -                       | \$0         |                           |                             |                 |
|           |  |                     |      |               | 4.00                    | \$ 360.00   |                           |                             |                 |
| 3/19/2023 |  |                     |      |               |                         |             |                           |                             |                 |
| WEEK 5    | Luke:                                  |                     |      |               | -                       | \$0         |                           |                             |                 |
|           | Megan:                                 |                     |      |               | -                       | \$0         |                           |                             |                 |
|           | Charlotte:                             |                     |      |               | -                       | \$0         |                           |                             |                 |
|           | Lucy:                                  |                     |      |               | -                       | \$0         |                           |                             |                 |
|           | Ava:                                   |                     |      |               | -                       | \$0         |                           |                             |                 |
|           |  |                     |      |               | -                       | \$0         |                           |                             |                 |
|           |  |                     |      |               | -                       | \$0         |                           |                             |                 |
|           |  |                     |      |               | 0.00                    | \$ -        |                           |                             |                 |
| 3/26/2023 |  |                     |      |               |                         |             |                           |                             |                 |
| WEEK 6    | Luke: Brainstorming merch ideas        | 0.5                 | 90   | Brainstorming | -                       | \$45        |                           |                             |                 |
|           | Megan: Brainstorming merch ideas       | 0.5                 | 90   | Brainstorming | -                       | \$45        |                           |                             |                 |
|           | Charlotte: Brainstorming merch ideas   | 0.5                 | 90   | Brainstorming | -                       | \$45        |                           |                             |                 |
|           | Lucy: Brainstorming merch ideas        | 0.25                | 90   | Brainstorming | -                       | \$23        |                           |                             |                 |
|           | Ava: Brainstorming merch ideas         | 0.5                 | 90   | Brainstorming | -                       | \$45        |                           |                             |                 |
|           |  |                     |      |               | -                       | \$0         |                           |                             |                 |

This wasn't spring break, this was just the week we didn't do anything while we were waiting to hear back from the client

|           |                                       |      |                  |      |           |  |  |
|-----------|---------------------------------------|------|------------------|------|-----------|--|--|
|           |                                       |      |                  |      |           |  |  |
| 4/2/2023  |                                       |      |                  |      |           |  |  |
| WEEK 7    | Luke: Brainstorming merch drafts      | 0.75 | 90 Brainstorming | -    | \$68      |  |  |
|           | Luke: Meeting time (team)             | 0.5  | 90 Meeting Time  | -    | \$45      |  |  |
|           | Megan: Brainstorming merch drafts     | 0.75 | 90 Brainstorming | -    | \$68      |  |  |
|           | Megan: Meeting time (team)            | 0.5  | 90 Meeting Time  | -    | \$45      |  |  |
|           | Charlotte: Brainstorming merch drafts | 0.75 | 90 Brainstorming | -    | \$68      |  |  |
|           | Charlotte: Meeting time (team)        | 0.5  | 90 Meeting Time  | -    | \$45      |  |  |
|           | Lucy: Brainstorming merch drafts      | 0.75 | 90 Brainstorming | -    | \$68      |  |  |
|           | Lucy: Meeting time (team)             | 0.5  | 90 Meeting Time  | -    | \$45      |  |  |
|           | Ava: Brainstorming merch drafts       | 0.75 | 90 Brainstorming | -    | \$68      |  |  |
|           |                                       |      |                  | 2.25 | \$ 203.00 | <input type="checkbox"/>                         |  |
| 4/9/2023  |                                       |      |                  |      |           |  |  |
| WEEK 8    | Luke:                                 |      |                  | -    | \$0       |  |  |
|           | Megan:                                |      |                  | -    | \$0       |  |  |
|           | Charlotte:                            |      |                  | -    | \$0       | No meeting and waiting on client review of merch |  |
|           | Lucy:                                 |      |                  | -    | \$0       |  |  |
|           | Ava:                                  |      |                  | -    | \$0       |  |  |
|           |                                       |      |                  | -    | \$0       |  |  |
|           |                                       |      |                  | -    | \$0       |  |  |
|           |                                       |      |                  | -    | \$0       |  |  |
|           |                                       |      |                  | 0.00 | \$ -      | <input type="checkbox"/>                         |  |
| 4/16/2023 |                                       |      |                  |      |           |  |  |
| WEEK 9    | Luke:                                 |      |                  | -    | \$0       |  |  |
|           | Megan:                                |      |                  | -    | \$0       | No meeting and waiting on client review of merch |  |
|           | Charlotte:                            |      |                  | -    | \$0       |  |  |
|           | Lucy:                                 |      |                  | -    | \$0       |  |  |
|           | Ava:                                  |      |                  | -    | \$0       |  |  |
|           |                                       |      |                  | -    | \$0       |  |  |
|           |                                       |      |                  | -    | \$0       |  |  |
|           |                                       |      |                  | 0.00 | \$ -      | <input type="checkbox"/>                         |  |
| 4/23/2023 |                                       |      |                  |      |           |  |  |
| WEEK 10   | Luke: Meeting time (team)             | 0.5  | 90 Meeting Time  | -    | \$45      |  |  |
|           | Megan: Meeting time (team)            | 0.5  | 90 Meeting Time  | -    | \$45      |  |  |
|           | Charlotte: Meeting time (team)        | 0.5  | 90 Meeting Time  | -    | \$45      |  |  |
|           | Lucy: Meeting time (team)             | 0.5  | 90 Meeting Time  | -    | \$45      |  |  |
|           | Luke: Final presentation              | 1    | 90 Writing       | -    | \$90      |  |  |
|           | Megan: Final presentation             | 1    | 90 Writing       | -    | \$90      |  |  |
|           | Charlotte: Final presentation         | 1    | 90 Writing       | -    | \$90      |  |  |
|           | Lucy: Final presentation              | 1    | 90 Writing       | -    | \$90      |  |  |
|           | Ava: Final presentation               | 1    | 90 Writing       | -    | \$90      |  |  |
|           |                                       |      |                  | 7.00 | \$ 630.00 | <input type="checkbox"/>                         |  |
| 4/30/2023 |                                       |      |                  |      |           |  |  |
| WEEK 11   | Luke:                                 |      |                  | -    | \$0       |  |  |
|           | Megan:                                |      |                  | -    | \$0       |  |  |
|           | Charlotte:                            |      |                  | -    | \$0       |  |  |
|           | Lucy:                                 |      |                  | -    | \$0       |  |  |
|           | Ava:                                  |      |                  | -    | \$0       |  |  |
|           |                                       |      |                  | -    | \$0       |  |  |
|           |                                       |      |                  | -    | \$0       |  |  |
|           |                                       |      |                  | 0.00 | \$ -      | <input type="checkbox"/>                         |  |
| 5/7/2023  |                                       |      |                  |      |           |  |  |
| WEEK 12   | Luke:                                 |      |                  | -    | \$0       |  |  |
|           | Megan:                                |      |                  | -    | \$0       |  |  |
|           | Charlotte:                            |      |                  | -    | \$0       |  |  |
|           | Lucy:                                 |      |                  | -    | \$0       |  |  |
|           | Ava:                                  |      |                  | -    | \$0       |  |  |
|           |                                       |      |                  | -    | \$0       |  |  |
|           |                                       |      |                  | -    | \$0       |  |  |

|           |            |  |  |  |      |     |  |
|-----------|------------|--|--|--|------|-----|--|
|           |            |  |  |  |      |     |  |
| 5/14/2023 |            |  |  |  |      |     |  |
| WEEK 13   | Luke:      |  |  |  | 0.00 | \$0 |  |
|           | Megan:     |  |  |  | -    | \$0 |  |
|           | Charlotte: |  |  |  | -    |     |  |
|           | Lucy:      |  |  |  | -    |     |  |
|           | Ava:       |  |  |  | -    |     |  |
|           |            |  |  |  | -    |     |  |
|           |            |  |  |  | -    |     |  |
|           |            |  |  |  | 0.00 | \$0 |  |