

Project Document



Actual Start Date:	01-01-2024
Project ID#:	6

EF+ Support Headers and Footers so every page looks professional!

Client Name: Quickbase
 Project Name: Maron Residence

Status: In-Progress

Sample of Project and Related Tasks

Task	Assign To	Milestone	Start	Project Phase	Priority	# of Hours Allocating	# of Activities
Not Started							
Review Meeting with Team	Chris Baker	<input checked="" type="checkbox"/>		Planning	High	10	1
Post Webinar Review	Chris Baker	<input type="checkbox"/>		Planning	High	10	0
Beta Testing	Chris Baker	<input type="checkbox"/>		Planning	Medium		0
Regression Testing	Brian Boylan	<input type="checkbox"/>			Medium	15	1
User Acceptance Testing	Brian Boylan	<input type="checkbox"/>			Medium	10	0
Implementation	Brian Boylan	<input type="checkbox"/>			Medium	5	0
Post Implementation Review	Brian Boylan	<input type="checkbox"/>			Medium	5	0
			TOTAL DAYS:			55	
In-Progress							
Webinar	Chris Baker	<input type="checkbox"/>	01-08-2024	Post Project	High	10	3
Email Recording	Christine Boylan	<input type="checkbox"/>	01-12-2024	Design	High	225	0

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	Task	Assign To	Milestone	Start	Project Phase	Priority	# of Hours Allocating	# of Activities
	Client Requirements Review	Christine Boylan	<input type="checkbox"/>	01-12-2024	Design	High	225	0
	Scheduling Calls	Christine Boylan	<input type="checkbox"/>	01-12-2024	Design	High	225	0
	Scheduling Calls 2	Christine Boylan	<input type="checkbox"/>	01-12-2024	Design	High	225	0
	Kick Off Meeting	Christine Boylan	<input type="checkbox"/>	01-12-2024	Design	High	225	0
	Scheduling Calls3	Christine Boylan	<input type="checkbox"/>	01-12-2024	Design	High	225	0
				TOTAL DAYS:			1,360	
Completed								
	Prepare Demo info	Chris Baker	<input type="checkbox"/>	01-01-2024	Planning	High	10	0
	Schedule Webinar	Chris Baker	<input type="checkbox"/>	01-01-2024	Planning	High	10	0
	Practice Session	Chris Baker	<input type="checkbox"/>	01-01-2024	Planning	High	10	2
	Requirements Gathering	Chris Baker	<input type="checkbox"/>	01-01-2024	Planning	High	10	0
	Project Design	Chris Baker	<input type="checkbox"/>	01-01-2024	Planning	High	10	0
	Project Quote	Chris Baker	<input type="checkbox"/>	01-02-2024	Planning	High	10	0

(Scan to view project record)

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Task	Assign To	Milestone	Start	Project Phase	Priority	# of Hours Allocating	# of Activities
Project Approval	Chris Baker	<input type="checkbox"/>	01-03-2024	Planning	High	10	0
			TOTAL DAYS:			70	
			GRAND TOTAL			1,485	

Approved By



3505 Veterans Highway Suite O
Ronkonkoma, NY 11779
(631) 617-5060

Credit Card Recurring Payment Authorization Form

Company: ACME Corporation
4655 1/2 Hollywood Blvd, Los Angeles, California 90027

Schedule your payments to be automatically charged to your credit card. Just complete and sign this form to get started!

Here’s How Recurring Payments Work:

You authorize regularly scheduled charges to your Visa, MasterCard, American Express or Discover card. You will be charged each billing period for the total amount due for that period.

Please complete the information below:

I _____ authorize Juiced Technologies, Inc. to charge my credit card indicated below on or around the 1st of each month for payment of my monthly hosted services.

Billing Address _____

City, State, Zip _____

Phone# _____

Email _____

Credit Card Type:

Cardholder Name _____

Card Number _____

Expiration Date _____

CVV (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____

Signature _____

Date _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the business in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. This payment authorization is for the type of bill indicated above. I certify that I am an authorized user of this credit card and that I will not dispute the scheduled payments with my credit card company provided the transactions correspond to the terms indicated in this authorization form.