



Your Executive Search Solution

INVOICE

TERI BLACK & COMPANY, LLC

Date: September 5, 2014
STATEMENT #14-0905-02

**Project: Community Development Director
Recruitment
City of Fullerton, CA
P.O. #P001799**

Bill To: Ms. Gretchen Beatty
Human Resources Director
City of Fullerton
303 West Commonwealth
Fullerton, CA 92832

Item	Description	Rate	Amount		
Prof. Fee	PHASE I: Meet with Client to discuss ideal candidate profile and priorities for position to initiate search; develop recruitment strategy and timeline; create candidate profile; draft advertising and marketing copy		\$4,125.00		
Expense	PHASE II: Design advertising and marketing materials; execute advertising and direct mail campaigns; conduct extensive personal outreach activities		\$4,125.00		
Expense	ADVERTISING/MARKETING: <i>Western City</i> ad design; recruitment brochure design and printing - Fitzgerald & Co. Inv. #91B14 (\$1,515.10)*		\$1,515.10		
	*Supporting documentation provided				
Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	Over 90 Days Past Due	Amount Due
\$9,765.10					\$9,765.10

REMITTANCE		TERMS: Net 30
Invoice #	14-0905-02	
Date	September 5, 2014	
Amount Due	\$9,765.10	
Federal ID #	13-4346458	

Thank you for your business!

Handwritten notes:
A circled "9,765.10" from the table.
Signature
GMB
9/11/2014

Make checks payable to TERI BLACK & COMPANY, LLC

◆ 4232 Pascal Place ◆ Palos Verdes Peninsula ◆ CA 90274 ◆ 310.377.2612 ◆

www.tbcrecruiting.com

Handwritten:
10171-6319
P.O. #001799

Work Order #:

Fitzgerald & Co.

INVOICE

Post Office Box 777
Stratford, Oklahoma 74872
Telephone: (580) 759-2481
Facsimile: (580) 759-2559
johnfitzgerald@brightok.net

Bill To:

Teri Black & Company
3510 Torrance Blvd., Suite 209
Torrance, CA 90503

Date	Invoice #
9-2-14	91B14

1	Western City Ads New Ad designs 1/2 page corporate ad 1/2 page multi ad 1/4 page Hermosa Beach ad	\$250.00 \$75.00 \$75.00 \$45.00
500 - Full Color	Fullerton CDD Brochure	\$1,390.00
	<i>Fullerton</i>	
	Subtotal \$ 1,390.00	
	tax 125.10	
	TOTAL \$ 1,515.10	
		SUBTOTAL \$1,835.00
		SALES TAX \$165.15
		TOTAL DUE \$2,000.15

TERMS: All invoices are due upon receipt unless prior credit has been approved. PAY FROM THIS INVOICE - we do not send a separate invoice. All accounts are due Net End of Month. All invoices not paid within 30 days from invoice date are subject to a 2% (24% annually) service charge. In the event of collection of delinquent account, customer will pay for all related costs including reasonable Attorney's fees.

Thank You!