Priya Castellanos, Technical Writing
Unit 4, 61 Example Terrace
Portland, OR 97214
priya@castellanoswriting.example
+1 503 555 0141

TIMESHEET INVOICE

Invoice no. **PC-007**
Issued **2 Mar 2026**
Due **16 Mar 2026**
PO number **PO-2026-0318**

BILL TO

Fernhill Robotics Inc.
2400 Sample Commerce Way
Beaverton, OR 97006
ap@fernhillrobotics.example

TASK	TIME	UNIT	RATE	AMOUNT
Week of 16 Feb				
Mon 16 Feb: kickoff call, audit of install docs	2.5	hrs	$95.00	$237.50
Wed 18 Feb: install guide, chapters 1 and 2	4.75	hrs	$95.00	$451.25
Fri 20 Feb: interview with firmware lead	1.25	hrs	$95.00	$118.75
Week of 16 Feb subtotal	**8.5**	**hrs**		**$807.50**
Week of 23 Feb				
Tue 24 Feb: install guide, chapters 3 and 4	5.5	hrs	$95.00	$522.50
Thu 26 Feb: revisions from QA lead's review	2	hrs	$95.00	$190.00
Fri 27 Feb: final proof and PDF handoff	1.75	hrs	$95.00	$166.25
Week of 23 Feb subtotal	**9.25**	**hrs**		**$878.75**
Expenses				
Printed proofs and courier, at cost	1	lot	$28.40	$28.40
Expenses subtotal				**$28.40**
Total hours	**17.75**	**hrs**		

PAYMENT DETAILS

Priya Castellanos, Technical Writing
Account 0123456789
Example Bank

Subtotal $1,714.65

TOTAL DUE $1,714.65

NOTES

A session-by-session time log with start and end times is available on request.

TERMS

16 to 27 Feb 2026, 15-minute increments (nearest quarter hour). Cap 25 hours on PO-2026-0318; 17.75 used. Approved by M. Lindqvist. Due in 30 days.