

November 1, 2017

Letter of Agreement

Between Intesa Communications Group, LLC
and Gatzke Dillon & Ballance LLP



This document establishes a contract between Intesa Communications Group and Gatzke Dillon & Ballance LLP.

Description of Services

Gatzke Dillon & Ballance LLP wishes to retain Intesa Communications Group, LLC as strategic communications subcontractors. Services may include:

Communications and Public Outreach Strategy

- Assistance with compelling storytelling and sharp, effective message development;
- Creation of a project/campaign editorial calendar and timeline to guide communications outreach throughout the engagement;
- Assistance with/management of public outreach tactics, such as town halls; press conferences; media availabilities, etc.
- Assistance with existing communications strategies; and,
- Ongoing strategic communications and public outreach counsel as needed.

Communications Implementation

- Management of project/campaign timeline;
- Talking points and prep materials management/development for stakeholder communications, speaking engagements, elected official interactions, and media relations efforts; and,
- Media training, as needed.

Engagement period: November 1, 2017 through November 30, 2018

Fee for service

Intesa will perform the above stated services at an hourly rate of \$200 per hour. These services are billed only as incurred.

Payment Schedule and Expectations

Over the course of the engagement, invoices will be mailed to Gatzke Dillon & Ballance at the beginning of the month, reflecting services for the month prior. Intesa understands and agrees that Gatzke Dillon & Ballance LLP will forward all invoices to San Diego State University/California State University (CSU) for payment and CSU shall be solely responsible for payment of all invoices. *NOTE: A late fee of 10% will be added to invoices more than 60 days overdue.*



Term/Termination

This engagement begins upon client acceptance and signature, and terminates automatically after November 30, 2018. Either party may terminate this agreement for any reason upon at least 30 days prior written notice of termination to other party. Upon such termination, all retainers or other monies due to Intesa and all expenses incurred by Intesa on the client's behalf are immediately due.

Continuation of Work

Upon the client's written (email) request, Intesa may remain engaged in the activities stated in this agreement at an hourly rate of \$200 per hour.

Change and Cancellations

This agreement is amenable to both parties and can only be altered with the consent and signature of both parties.

Margie Newman
Founding Partner, Managing Director
Intesa Communications Group, LLC

Date

Intesa Communications Group
 3601 5th Ave
 San Diego CA 92103



Intesa Communications Group

Gatzke Dillon & Ballance LLP
 Lisa Brown
 2762 Gateway Road
 Carlsbad CA 92009

Invoice # 0000567
 Invoice Date November 1, 2017
Balance Due (USD) \$16,750.00

Task	Time Entry Notes	Rate	Hours	Line Total
General	[SDSU Mission Valley Comms 10/01/17] Maddy Kilkeny:	200.00	0.5	100.00
Project Management	[SDSU Mission Valley Comms 10/02/17] Margie Newman:	200.00	2.25	450.00
Call	[SDSU Mission Valley Comms 10/02/17] Maddy Kilkeny:	200.00	0.5	100.00
Call	[SDSU Mission Valley Comms 10/02/17] Maddy Kilkeny:	200.00	0.25	50.00
Call	[SDSU Mission Valley Comms 10/02/17] Maddy Kilkeny:	200.00	1.25	250.00
Project Management	[SDSU Mission Valley Comms 10/03/17] Margie Newman:	200.00	2.5	500.00
General	[SDSU Mission Valley Comms 10/03/17] Maddy Kilkeny:	200.00	1	200.00
General	[SDSU Mission Valley Comms 10/03/17] Maddy Kilkeny:	200.00	0.5	100.00
Project Management	[SDSU Mission Valley Comms 10/04/17] Margie Newman:	200.00	1.75	350.00
General	[SDSU Mission Valley Comms 10/04/17] Maddy Kilkeny:	200.00	2	400.00
Project Management	[SDSU Mission Valley Comms 10/05/17] Margie Newman:	200.00	3.5	700.00
Meetings	[SDSU Mission Valley Comms 10/05/17] Maddy Kilkeny:	200.00	1.25	250.00
Project Management	[SDSU Mission Valley Comms 10/06/17] Margie Newman:	200.00	2	400.00
Call	[SDSU Mission Valley Comms 10/06/17] Maddy Kilkeny:	200.00	0.25	50.00
General	[SDSU Mission Valley Comms 10/06/17] Maddy Kilkeny:	200.00	1	200.00

Task	Time Entry Notes	Rate	Hours	Line Total
Project Management	[SDSU Mission Valley Comms 10/09/17] Margie Newman:	200.00	1	200.00
General	[SDSU Mission Valley Comms 10/09/17] Maddy Kilkenny:	200.00	0.5	100.00
Project Management	[SDSU Mission Valley Comms 10/10/17] Margie Newman:	200.00	4.5	900.00
General	[SDSU Mission Valley Comms 10/10/17] Maddy Kilkenny:	200.00	4	800.00
Project Management	[SDSU Mission Valley Comms 10/11/17] Margie Newman:	200.00	1.5	300.00
Project Management	[SDSU Mission Valley Comms 10/11/17] Margie Newman:	200.00	1	200.00
Call	[SDSU Mission Valley Comms 10/11/17] Maddy Kilkenny:	200.00	0.25	50.00
Call	[SDSU Mission Valley Comms 10/11/17] Maddy Kilkenny:	200.00	0.75	150.00
Project Management	[SDSU Mission Valley Comms 10/12/17] Margie Newman:	200.00	1.5	300.00
Project Management	[SDSU Mission Valley Comms 10/12/17] Margie Newman:	200.00	1.25	250.00
Meetings	[SDSU Mission Valley Comms 10/12/17] Maddy Kilkenny:	200.00	1.5	300.00
Call	[SDSU Mission Valley Comms 10/12/17] Maddy Kilkenny:	200.00	0.25	50.00
General	[SDSU Mission Valley Comms 10/12/17] Maddy Kilkenny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 10/13/17] Maddy Kilkenny:	200.00	1.25	250.00
General	[SDSU Mission Valley Comms 10/13/17] Maddy Kilkenny:	200.00	0.75	150.00
Project Management	[SDSU Mission Valley Comms 10/16/17] Margie Newman:	200.00	1	200.00
Project Management	[SDSU Mission Valley Comms 10/16/17] Maddy Kilkenny:	200.00	0.5	100.00
Project Management	[SDSU Mission Valley Comms 10/17/17] Margie Newman:	200.00	2	400.00
General	[SDSU Mission Valley Comms 10/17/17] Maddy Kilkenny:	200.00	0.25	50.00
Call	[SDSU Mission Valley Comms 10/17/17] Maddy Kilkenny:	200.00	0.25	50.00

Task	Time Entry Notes	Rate	Hours	Line Total
Project Management	[SDSU Mission Valley Comms 10/18/17] Margie Newman:	200.00	2.5	500.00
Project Management	[SDSU Mission Valley Comms 10/18/17] Maddy Kilkeny:	200.00	0.75	150.00
Project Management	[SDSU Mission Valley Comms 10/18/17] Maddy Kilkeny:	200.00	0.5	100.00
Project Management	[SDSU Mission Valley Comms 10/19/17] Margie Newman:	200.00	5.5	1,100.00
Project Management	[SDSU Mission Valley Comms 10/19/17] Maddy Kilkeny:	200.00	2	400.00
Project Management	[SDSU Mission Valley Comms 10/19/17] Maddy Kilkeny:	200.00	1.5	300.00
Project Management	[SDSU Mission Valley Comms 10/20/17] Margie Newman:	200.00	2.25	450.00
General	[SDSU Mission Valley Comms 10/20/17] Maddy Kilkeny:	200.00	0.5	100.00
Writing	[SDSU Mission Valley Comms 10/20/17] Maddy Kilkeny:	200.00	0.75	150.00
Call	[SDSU Mission Valley Comms 10/20/17] Maddy Kilkeny:	200.00	0.75	150.00
Project Management	[SDSU Mission Valley Comms 10/20/17] Maddy Kilkeny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 10/20/17] Maddy Kilkeny:	200.00	0.5	100.00
Call	[SDSU Mission Valley Comms 10/20/17] Maddy Kilkeny:	200.00	0.25	50.00
Call	[SDSU Mission Valley Comms 10/21/17] Maddy Kilkeny:	200.00	0.75	150.00
Project Management	[SDSU Mission Valley Comms 10/23/17] Margie Newman:	200.00	1.75	350.00
Email	[SDSU Mission Valley Comms 10/23/17] Maddy Kilkeny:	200.00	0.5	100.00
Call	[SDSU Mission Valley Comms 10/23/17] Maddy Kilkeny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 10/23/17] Maddy Kilkeny:	200.00	0.75	150.00
Project Management	[SDSU Mission Valley Comms 10/24/17] Margie Newman:	200.00	2	400.00
Call	[SDSU Mission Valley Comms 10/25/17] Margie Newman:	200.00	1.5	300.00

Task	Time Entry Notes	Rate	Hours	Line Total
Project Management	[SDSU Mission Valley Comms 10/25/17] Margie Newman:	200.00	2.5	500.00
Project Management	[SDSU Mission Valley Comms 10/25/17] Maddy Kilkeny:	200.00	0.75	150.00
Project Management	[SDSU Mission Valley Comms 10/25/17] Maddy Kilkeny:	200.00	1	200.00
Project Management	[SDSU Mission Valley Comms 10/25/17] Maddy Kilkeny:	200.00	0.5	100.00
Project Management	[SDSU Mission Valley Comms 10/25/17] Maddy Kilkeny:	200.00	0.5	100.00
Project Management	[SDSU Mission Valley Comms 10/25/17] Maddy Kilkeny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 10/25/17] Maddy Kilkeny:	200.00	0.75	150.00
Meetings	[SDSU Mission Valley Comms 10/26/17] Margie Newman:	200.00	1.5	300.00
Meetings	[SDSU Mission Valley Comms 10/26/17] Maddy Kilkeny:	200.00	1.5	300.00
General	[SDSU Mission Valley Comms 10/30/17] Margie Newman:	200.00	0.5	100.00
Call	[SDSU Mission Valley Comms 10/30/17] Maddy Kilkeny:	200.00	0.5	100.00
Project Management	[SDSU Mission Valley Comms 10/31/17] Margie Newman:	200.00	1.25	250.00
General	[SDSU Mission Valley Comms 10/31/17] Maddy Kilkeny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 11/01/17] Maddy Kilkeny:	200.00	0.5	100.00
Total				16,750.00
Amount Paid				0.00
Balance Due (USD)				\$16,750.00

Terms

Payment due within 30 days of issue. Thank you for choosing Intesa!

Intesa Communications Group
 3601 5th Ave
 San Diego CA 92103



Intesa Communications Group

Gatzke Dillon & Ballance LLP
 Lisa Brown
 2762 Gateway Road
 Carlsbad CA 92009

Invoice # 0000586
 Invoice Date December 4, 2017
Balance Due (USD) \$19,917.50

Task	Time Entry Notes	Rate	Hours	Line Total
Project Management	[SDSU Mission Valley Comms 11/01/17] Margie Newman:	200.00	3.75	750.00
Project Management	[SDSU Mission Valley Comms 11/02/17] Margie Newman:	200.00	2.75	550.00
General	[SDSU Mission Valley Comms 11/02/17] Maddy Kilkenny:	200.00	1	200.00
Research	[SDSU Mission Valley Comms 11/02/17] Haley Peterson:	150.00	2	300.00
Call	[SDSU Mission Valley Comms 11/02/17] Haley Peterson:	150.00	0.5	75.00
Project Management	[SDSU Mission Valley Comms 11/03/17] Margie Newman:	200.00	2.25	450.00
Research	[SDSU Mission Valley Comms 11/03/17] Haley Peterson:	150.00	3.2	480.00
Project Management	[SDSU Mission Valley Comms 11/06/17] Margie Newman:	200.00	2.75	550.00
General	[SDSU Mission Valley Comms 11/06/17] Maddy Kilkenny:	200.00	0.75	150.00
Meetings	[SDSU Mission Valley Comms 11/06/17] Maddy Kilkenny:	200.00	0.75	150.00
Event Planning	[SDSU Mission Valley Comms 11/06/17] Maddy Kilkenny:	200.00	1	200.00
Project Management	[SDSU Mission Valley Comms 11/07/17] Margie Newman:	200.00	0.75	150.00
Call	[SDSU Mission Valley Comms 11/07/17] Maddy Kilkenny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 11/07/17] Maddy Kilkenny:	200.00	0.75	150.00
Call	[SDSU Mission Valley Comms 11/07/17] Maddy Kilkenny:	200.00	0.75	150.00

Task	Time Entry Notes	Rate	Hours	Line Total
Research	[SDSU Mission Valley Comms 11/07/17] Haley Peterson:	150.00	1.5	225.00
Research	[SDSU Mission Valley Comms 11/07/17] Haley Peterson:	150.00	1.5	225.00
Project Management	[SDSU Mission Valley Comms 11/08/17] Margie Newman:	200.00	0.75	150.00
Call	[SDSU Mission Valley Comms 11/08/17] Maddy Kilkenny:	200.00	1	200.00
General	[SDSU Mission Valley Comms 11/08/17] Maddy Kilkenny:	200.00	0.25	50.00
General	[SDSU Mission Valley Comms 11/08/17] Maddy Kilkenny:	200.00	0.75	150.00
Project Management	[SDSU Mission Valley Comms 11/09/17] Margie Newman:	200.00	0.75	150.00
General	[SDSU Mission Valley Comms 11/09/17] Maddy Kilkenny:	200.00	1	200.00
Meetings	[SDSU Mission Valley Comms 11/09/17] Maddy Kilkenny:	200.00	1.25	250.00
General	[SDSU Mission Valley Comms 11/09/17] Maddy Kilkenny:	200.00	1.5	300.00
Project Management	[SDSU Mission Valley Comms 11/13/17] Margie Newman:	200.00	4.5	900.00
Meetings	[SDSU Mission Valley Comms 11/13/17] Maddy Kilkenny:	200.00	2	400.00
Meetings	[SDSU Mission Valley Comms 11/13/17] Maddy Kilkenny:	200.00	1	200.00
Meetings	[SDSU Mission Valley Comms 11/13/17] Haley Peterson:	150.00	2.75	412.50
Email	[SDSU Mission Valley Comms 11/13/17] Haley Peterson:	150.00	0.25	37.50
Project Management	[SDSU Mission Valley Comms 11/14/17] Margie Newman:	200.00	3	600.00
Project Management	[SDSU Mission Valley Comms 11/14/17] Maddy Kilkenny:	200.00	1	200.00
Event Planning	[SDSU Mission Valley Comms 11/14/17] Haley Peterson:	150.00	1.25	187.50
Event Planning	[SDSU Mission Valley Comms 11/14/17] Haley Peterson:	150.00	1	150.00
Project Management	[SDSU Mission Valley Comms 11/15/17] Margie Newman:	200.00	2	400.00

Task	Time Entry Notes	Rate	Hours	Line Total
Project Management	[SDSU Mission Valley Comms 11/15/17] Maddy Kilkenny:	200.00	0.5	100.00
Call	[SDSU Mission Valley Comms 11/15/17] Maddy Kilkenny:	200.00	0.5	100.00
Event Planning	[SDSU Mission Valley Comms 11/15/17] Haley Peterson:	150.00	0.5	75.00
Project Management	[SDSU Mission Valley Comms 11/16/17] Margie Newman:	200.00	3.5	700.00
Media Relations	[SDSU Mission Valley Comms 11/16/17] Maddy Kilkenny:	200.00	1.5	300.00
General	[SDSU Mission Valley Comms 11/16/17] Maddy Kilkenny:	200.00	2	400.00
Project Management	[SDSU Mission Valley Comms 11/16/17] Maddy Kilkenny:	200.00	2	400.00
Meetings	[SDSU Mission Valley Comms 11/17/17] Maddy Kilkenny:	200.00	1	200.00
Call	[SDSU Mission Valley Comms 11/17/17] Maddy Kilkenny:	200.00	0.75	150.00
Call	[SDSU Mission Valley Comms 11/17/17] Maddy Kilkenny:	200.00	0.5	100.00
Writing	[SDSU Mission Valley Comms 11/17/17] Maddy Kilkenny:	200.00	2	400.00
Call	[SDSU Mission Valley Comms 11/17/17] Maddy Kilkenny:	200.00	0.25	50.00
Meetings	[SDSU Mission Valley Comms 11/17/17] Haley Peterson:	150.00	3.5	525.00
Event Planning	[SDSU Mission Valley Comms 11/17/17] Haley Peterson:	150.00	1.5	225.00
Project Management	[SDSU Mission Valley Comms 11/18/17] Margie Newman:	200.00	2	400.00
Project Management	[SDSU Mission Valley Comms 11/19/17] Margie Newman:	200.00	1	200.00
Project Management	[SDSU Mission Valley Comms 11/19/17] Maddy Kilkenny:	200.00	0.5	100.00
Call	[SDSU Mission Valley Comms 11/19/17] Maddy Kilkenny:	200.00	0.5	100.00
Project Management	[SDSU Mission Valley Comms 11/20/17] Margie Newman:	200.00	1.5	300.00
Call	[SDSU Mission Valley Comms 11/20/17] Maddy Kilkenny:	200.00	0.25	50.00

Task	Time Entry Notes	Rate	Hours	Line Total
Call	[SDSU Mission Valley Comms 11/20/17] Maddy Kilkeny	200.00	0.25	50.00
Project Management	[SDSU Mission Valley Comms 11/20/17] Maddy Kilkeny:	200.00	1.5	300.00
Email	[SDSU Mission Valley Comms 11/20/17] Maddy Kilkeny:	200.00	0.5	100.00
Writing	[SDSU Mission Valley Comms 11/20/17] Maddy Kilkeny:	200.00	2.25	450.00
General	[SDSU Mission Valley Comms 11/20/17] Haley Peterson	150.00	2	300.00
Project Management	[SDSU Mission Valley Comms 11/21/17] Margie Newman:	200.00	3	600.00
General	[SDSU Mission Valley Comms 11/21/17] Maddy Kilkeny:	200.00	2	400.00
General	[SDSU Mission Valley Comms 11/21/17] Maddy Kilkeny:	200.00	1.5	300.00
General	[SDSU Mission Valley Comms 11/21/17] Maddy Kilkeny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 11/21/17] Maddy Kilkeny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 11/21/17] Maddy Kilkeny:	200.00	1.5	300.00
General	[SDSU Mission Valley Comms 11/21/17] Maddy Kilkeny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 11/22/17] Maddy Kilkeny:	200.00	2	400.00
General	[SDSU Mission Valley Comms 11/22/17] Maddy Kilkeny:	200.00	0.75	150.00
Project Management	[SDSU Mission Valley Comms 11/26/17] Margie Newman:	200.00	3	600.00

Item	Description	Unit Cost	Quantity	Line Total
Graphic Design	Collateral Materials design, editing, and final files delivery:	1,000.00	1	1,000.00

Total	19,917.50
Amount Paid	0.00
Balance Due (USD)	\$19,917.50

Intesa Communications Group
3601 5th Ave
San Diego CA 92103



Intesa Communications Group

Gatzke Dillon & Ballance LLP
Lisa Brown
2762 Gateway Road
Carlsbad CA 92009

Invoice # 0000596
Invoice Date January 2, 2018
Balance Due (USD) \$20,000.00

Task	Time Entry Notes	Rate	Hours	Line Total
SDSU Mission Valley Comms	[SDSU Mission Valley Comms November	200.00	100	20,000.00

[SDSU Mission Valley Comms 12/01/17 to 12/31/17 total:

Total 20,000.00
Amount Paid 0.00
Balance Due (USD) \$20,000.00

Terms

Payment due within 30 days of issue. Thank you for choosing Intesa!

PAYMENT STUB

Intesa Communications Group
3601 5th Ave
San Diego CA 92103

To View Your Invoice Online

Go to <https://intesa.freshbooks.com/code> and enter the code

Client Gatzke Dillon & Ballance LLP
Client Phone 760-431-9501
Invoice # 0000596
Invoice Date January 2, 2018
Balance Due (USD) \$20,000.00
Amount Enclosed

Intesa Communications Group
 3601 5th Ave
 San Diego CA 92103



Intesa Communications Group

Gatzke Dillon & Ballance LLP
 Lisa Brown
 2762 Gateway Road
 Carlsbad CA 92009

Invoice # 0000612
 Invoice Date February 1, 2018
Balance Due (USD) \$18,718.75

Task	Time Entry Notes	Rate	Hours	Line Total
Project Management	[SDSU Mission Valley Comms 01/02/18] Margie Newman:	200.00	2	400.00
General	[SDSU Mission Valley Comms 01/02/18] Maddy Kilkeny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 01/02/18] Maddy Kilkeny:	200.00	0.75	150.00
Communications Consulting	[SDSU Mission Valley Comms 01/02/18] Haley Peterson:	175.00	0.5	87.50
Project Management	[SDSU Mission Valley Comms 01/03/18] Margie Newman:	200.00	1.75	350.00
General	[SDSU Mission Valley Comms 01/03/18] Maddy Kilkeny:	200.00	1.25	250.00
Email	[SDSU Mission Valley Comms 01/03/18] Haley Peterson	175.00	0.25	43.75
Meetings	[SDSU Mission Valley Comms 01/03/18] Haley Peterson:	175.00	2	350.00
Project Management	[SDSU Mission Valley Comms 01/04/18] Margie Newman:	200.00	4	800.00
Meetings	[SDSU Mission Valley Comms 01/04/18] Maddy Kilkeny:	200.00	1.5	300.00
General	[SDSU Mission Valley Comms 01/04/18] Maddy Kilkeny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 01/04/18] Maddy Kilkeny:	200.00	0.5	100.00
Meetings	[SDSU Mission Valley Comms 01/05/18] Margie Newman:	200.00	1.75	350.00
Project Management	[SDSU Mission Valley Comms 01/05/18] Margie Newman:	200.00	1.5	300.00

Task	Time Entry Notes	Rate	Hours	Line Total
Meetings	[SDSU Mission Valley Comms 01/05/18] Margie Newman:	200.00	0.75	150.00
Call	[SDSU Mission Valley Comms 01/05/18] Maddy Kilkenny:	200.00	1	200.00
Call	[SDSU Mission Valley Comms 01/05/18] Maddy Kilkenny:	200.00	0.5	100.00
Project Management	[SDSU Mission Valley Comms 01/08/18] Margie Newman:	200.00	1.75	350.00
General	[SDSU Mission Valley Comms 01/08/18] Maddy Kilkenny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 01/08/18] Maddy Kilkenny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 01/08/18] Haley Peterson:	175.00	1	175.00
Project Management	[SDSU Mission Valley Comms 01/09/18] Margie Newman:	200.00	1	200.00
General	[SDSU Mission Valley Comms 01/09/18] Maddy Kilkenny:	200.00	0.5	100.00
Call	[SDSU Mission Valley Comms 01/09/18] Maddy Kilkenny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 01/09/18] Haley Peterson:	175.00	1	175.00
Email	[SDSU Mission Valley Comms 01/09/18] Haley Peterson:	175.00	1	175.00
Project Management	[SDSU Mission Valley Comms 01/10/18] Margie Newman:	200.00	1.75	350.00
Communications Consulting	[SDSU Mission Valley Comms 01/10/18] Maddy Kilkenny:	200.00	1	200.00
Communications Consulting	[SDSU Mission Valley Comms 01/10/18] Maddy Kilkenny:	200.00	0.5	100.00
Project Management	[SDSU Mission Valley Comms 01/11/18] Margie Newman:	200.00	1	200.00
General	[SDSU Mission Valley Comms 01/11/18] Maddy Kilkenny:	200.00	0.5	100.00
Call	[SDSU Mission Valley Comms 01/11/18] Maddy Kilkenny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 01/11/18] Haley Peterson:	175.00	0.75	131.25

Task	Time Entry Notes	Rate	Hours	Line Total
General	[SDSU Mission Valley Comms 01/11/18] Haley Peterson:	175.00	0.25	43.75
Communications Consulting	[SDSU Mission Valley Comms 01/14/18] Maddy Kilkenny:	200.00	0.75	150.00
Project Management	[SDSU Mission Valley Comms 01/15/18] Margie Newman:	200.00	0.5	100.00
Project Management	[SDSU Mission Valley Comms 01/16/18] Margie Newman:	200.00	1.75	350.00
General	[SDSU Mission Valley Comms 01/16/18] Maddy Kilkenny:	200.00	1	200.00
General	[SDSU Mission Valley Comms 01/16/18] Maddy Kilkenny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 01/16/18] Haley Peterson:	175.00	3	525.00
Email	[SDSU Mission Valley Comms 01/16/18] Haley Peterson	175.00	0.75	131.25
Project Management	[SDSU Mission Valley Comms 01/17/18] Margie Newman:	200.00	3.75	750.00
General	[SDSU Mission Valley Comms 01/17/18] Maddy Kilkenny:	200.00	1	200.00
Email	[SDSU Mission Valley Comms 01/17/18] Haley Peterson:	175.00	1	175.00
Project Management	[SDSU Mission Valley Comms 01/18/18] Margie Newman:	200.00	1.5	300.00
General	[SDSU Mission Valley Comms 01/18/18] Maddy Kilkenny:	200.00	0.5	100.00
Email	[SDSU Mission Valley Comms 01/18/18] Haley Peterson:	175.00	0.25	43.75
Email	[SDSU Mission Valley Comms 01/18/18] Haley Peterson:	175.00	1	175.00
General	[SDSU Mission Valley Comms 01/18/18] Haley Peterson:	175.00	0.25	43.75
Project Management	[SDSU Mission Valley Comms 01/19/18] Margie Newman:	200.00	4	800.00
General	[SDSU Mission Valley Comms 01/19/18] Haley Peterson:	175.00	1	175.00
Meetings	[SDSU Mission Valley Comms 01/22/18] Margie Newman:	200.00	1.5	300.00
Project Management	[SDSU Mission Valley Comms 01/22/18] Margie Newman:	200.00	1	200.00

Task	Time Entry Notes	Rate	Hours	Line Total
Meetings	[SDSU Mission Valley Comms 01/22/18] Maddy Kilkenny:	200.00	0.75	150.00
Call	[SDSU Mission Valley Comms 01/22/18] Maddy Kilkenny:	200.00	0.25	50.00
General	[SDSU Mission Valley Comms 01/22/18] Maddy Kilkenny:	200.00	0.5	100.00
Meetings	[SDSU Mission Valley Comms 01/22/18] Haley Peterson:	175.00	1	175.00
Email	[SDSU Mission Valley Comms 01/22/18] Haley Peterson:	175.00	1.5	262.50
Project Management	[SDSU Mission Valley Comms 01/23/18] Margie Newman:	200.00	1.5	300.00
Email	[SDSU Mission Valley Comms 01/23/18] Haley Peterson	175.00	0.25	43.75
Project Management	[SDSU Mission Valley Comms 01/24/18] Margie Newman:	200.00	2	400.00
General	[SDSU Mission Valley Comms 01/24/18] Haley Peterson:	175.00	2.5	437.50
Project Management	[SDSU Mission Valley Comms 01/25/18] Margie Newman:	200.00	1.75	350.00
Meetings	[SDSU Mission Valley Comms 01/25/18] Maddy Kilkenny:	200.00	2	400.00
General	[SDSU Mission Valley Comms 01/25/18] Haley Peterson:	175.00	1.5	262.50
Meetings	[SDSU Mission Valley Comms 01/25/18] Haley Peterson:	175.00	2.25	393.75
General	[SDSU Mission Valley Comms 01/29/18] Haley Peterson:	175.00	2	350.00
Email	[SDSU Mission Valley Comms 01/29/18] Haley Peterson:	175.00	1	175.00
Project Management	[SDSU Mission Valley Comms 01/30/18] Margie Newman:	200.00	0.75	150.00
Email	[SDSU Mission Valley Comms 01/30/18] Haley Peterson	175.00	0.5	87.50
Project Management	[SDSU Mission Valley Comms 01/31/18] Margie Newman:	200.00	0.75	150.00
General	[SDSU Mission Valley Comms 01/31/18] Maddy Kilkenny:	200.00	1	200.00
Email	[SDSU Mission Valley Comms 01/31/18] Haley Peterson	175.00	0.5	87.50
Email	[SDSU Mission Valley Comms 01/31/18] Haley Peterson:	175.00	0.25	43.75

Item	Description	Unit Cost	Quantity	Line Total
Carry over from last month	[SDSU Mission Valley Comms in December	2,500.00	1	2,500.00
Total				18,718.75
Amount Paid				0.00
Balance Due (USD)				\$18,718.75

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Intesa Communications Group
3601 5th Ave
San Diego CA 92103

Client Gatzke Dillon & Ballance LLP
Client Phone 760-431-9501
Invoice # 0000612
Invoice Date February 1, 2018
Balance Due (USD) \$18,718.75

Amount Enclosed

Intesa Communications Group
 3601 5th Ave
 San Diego CA 92103



Intesa Communications Group

Gatzke Dillon & Ballance LLP
 Lisa Brown
 2762 Gateway Road
 Carlsbad CA 92009

Invoice # 0000629
 Invoice Date March 1, 2018

Balance Due (USD)	\$5,712.50
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Task	Time Entry Notes	Rate	Hours	Line Total
Meetings	[SDSU Mission Valley Comms 02/01/18] Maddy Kilkeny:	200.00	2	400.00
Project Management	[SDSU Mission Valley Comms 02/02/18] Margie Newman:	200.00	0.75	150.00
Meetings	[SDSU Mission Valley Comms 02/02/18] Margie Newman:	200.00	1.25	250.00
Project Management	[SDSU Mission Valley Comms 02/04/18] Margie Newman:	200.00	0.5	100.00
Email	[SDSU Mission Valley Comms 02/05/18] Margie Newman:	200.00	0.75	150.00
General	[SDSU Mission Valley Comms 02/05/18] Maddy Kilkeny:	200.00	0.5	100.00
Call	[SDSU Mission Valley Comms 02/05/18] Maddy Kilkeny:	200.00	0.5	100.00
Call	[SDSU Mission Valley Comms 02/06/18] Maddy Kilkeny:	200.00	0.5	100.00
Call	[SDSU Mission Valley Comms 02/06/18] Maddy Kilkeny:	200.00	0.5	100.00
Project Management	[SDSU Mission Valley Comms 02/07/18] Margie Newman:	200.00	0.5	100.00
Call	[SDSU Mission Valley Comms 02/08/18] Maddy Kilkeny:	200.00	0.25	50.00
Call	[SDSU Mission Valley Comms 02/08/18] Maddy Kilkeny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 02/08/18] Maddy Kilkeny:	200.00	0.5	100.00
Call	[SDSU Mission Valley Comms 02/08/18] Maddy Kilkeny:	200.00	0.5	100.00
Call	[SDSU Mission Valley Comms 02/09/18] Maddy Kilkeny:	200.00	0.5	100.00

Task	Time Entry Notes	Rate	Hours	Line Total
General	[SDSU Mission Valley Comms 02/12/18] Haley Peterson:	175.00	0.25	43.75
Project Management	[SDSU Mission Valley Comms 02/13/18] Margie Newman:	200.00	1.75	350.00
Email	[SDSU Mission Valley Comms 02/13/18] Haley Peterson:	175.00	0.5	87.50
Call	[SDSU Mission Valley Comms 02/13/18] Haley Peterson:	175.00	0.25	43.75
Call	[SDSU Mission Valley Comms 02/14/18] Maddy Kilkenny:	200.00	0.25	50.00
Email	[SDSU Mission Valley Comms 02/14/18] Haley Peterson:	175.00	0.5	87.50
Meetings	[SDSU Mission Valley Comms 02/15/18] Maddy Kilkenny:	200.00	1.25	250.00
General	[SDSU Mission Valley Comms 02/16/18] Maddy Kilkenny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 02/16/18] Haley Peterson:	200.00	0.25	50.00
General	[SDSU Mission Valley Comms 02/16/18] Haley Peterson:	175.00	0.5	87.50
General	[SDSU Mission Valley Comms 02/19/18] Maddy Kilkenny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 02/20/18] Haley Peterson:	200.00	0.25	50.00
General	[SDSU Mission Valley Comms 02/20/18] Haley Peterson:	175.00	0.25	43.75
Project Management	[SDSU Mission Valley Comms 02/21/18] Margie Newman:	200.00	1.5	300.00
General	[SDSU Mission Valley Comms 02/21/18] Maddy Kilkenny:	200.00	1	200.00
General	[SDSU Mission Valley Comms 02/21/18] Haley Peterson:	200.00	0.25	50.00
Call	[SDSU Mission Valley Comms 02/22/18] Maddy Kilkenny:	200.00	0.5	100.00
Call	[SDSU Mission Valley Comms 02/23/18] Maddy Kilkenny:	200.00	0.5	100.00
Email	[SDSU Mission Valley Comms 02/23/18] Haley Peterson:	175.00	0.25	43.75
General	[SDSU Mission Valley Comms 02/26/18] Maddy Kilkenny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 02/26/18] Haley Peterson:	175.00	0.25	43.75

Task	Time Entry Notes	Rate	Hours	Line Total
Project Management	[SDSU Mission Valley Comms 02/27/18] Margie Newman:	200.00	1.75	350.00
General	[SDSU Mission Valley Comms 02/27/18] Maddy Kilkenny:	200.00	0.5	100.00
Project Management	[SDSU Mission Valley Comms 02/28/18] Margie Newman:	200.00	3.5	700.00
General	[SDSU Mission Valley Comms 02/28/18] Maddy Kilkenny:	200.00	0.75	150.00
General	[SDSU Mission Valley Comms 02/28/18] Haley Peterson:	175.00	0.5	87.50
General	[SDSU Mission Valley Comms 02/28/18] Haley Peterson:	175.00	0.25	43.75

Total	5,712.50
Amount Paid	0.00
Balance Due (USD)	\$5,712.50

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Intesa Communications Group
3601 5th Ave
San Diego CA 92103

Client Gatzke Dillon & Ballance LLP
Client Phone 760-431-9501
Invoice # 0000629
Invoice Date March 1, 2018

Balance Due (USD) \$5,712.50

Amount Enclosed

Intesa Communications Group
 3601 5th Ave
 San Diego CA 92103



Intesa Communications Group

Gatzke Dillon & Ballance LLP
 Lisa Brown
 2762 Gateway Road
 Carlsbad CA 92009

Invoice # 0000644
 Invoice Date April 2, 2018
Balance Due (USD) \$15,018.75

Task	Time Entry Notes	Rate	Hours	Line Total
Project Management	[SDSU Mission Valley Comms 03/01/18] Margie Newman:	200.00	2.5	500.00
Call	[SDSU Mission Valley Comms 03/01/18] Maddy Kilkeny:	200.00	0.5	100.00
Call	[SDSU Mission Valley Comms 03/01/18] Maddy Kilkeny:	200.00	0.25	50.00
General	[SDSU Mission Valley Comms 03/01/18] Maddy Kilkeny:	200.00	1.5	300.00
General	[SDSU Mission Valley Comms 03/01/18] Maddy Kilkeny:	200.00	1	200.00
Project Management	[SDSU Mission Valley Comms 03/02/18] Margie Newman:	200.00	1	200.00
General	[SDSU Mission Valley Comms 03/02/18] Maddy Kilkeny:	200.00	1.5	300.00
General	[SDSU Mission Valley Comms 03/02/18] Haley Peterson:	175.00	0.25	43.75
General	[SDSU Mission Valley Comms 03/02/18] Haley Peterson:	175.00	0.25	43.75
General	[SDSU Mission Valley Comms 03/02/18] Haley Peterson:	175.00	0.25	43.75
General	[SDSU Mission Valley Comms 03/02/18] Haley Peterson:	175.00	0.25	43.75
Project Management	[SDSU Mission Valley Comms 03/05/18] Margie Newman:	200.00	3.25	650.00
General	[SDSU Mission Valley Comms 03/05/18] Maddy Kilkeny:	200.00	1	200.00
General	[SDSU Mission Valley Comms 03/05/18] Maddy Kilkeny:	200.00	1	200.00

Task	Time Entry Notes	Rate	Hours	Line Total
General	[SDSU Mission Valley Comms 03/05/18] Maddy Kilkenny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 03/05/18] Maddy Kilkenny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 03/05/18] Haley Peterson:	175.00	0.5	87.50
Project Management	[SDSU Mission Valley Comms 03/06/18] Margie Newman:	200.00	4.75	950.00
General	[SDSU Mission Valley Comms 03/06/18] Maddy Kilkenny	200.00	0.75	150.00
Email	[SDSU Mission Valley Comms 03/06/18] Haley Peterson:	175.00	0.25	43.75
Project Management	[SDSU Mission Valley Comms 03/07/18] Margie Newman:	200.00	2.5	500.00
General	[SDSU Mission Valley Comms 03/07/18] Maddy Kilkenny:	200.00	0.25	50.00
General	[SDSU Mission Valley Comms 03/07/18] Maddy Kilkenny:	200.00	0.75	150.00
Project Management	[SDSU Mission Valley Comms 03/08/18] Margie Newman:	200.00	3.5	700.00
Meetings	[SDSU Mission Valley Comms 03/08/18] Maddy Kilkenny:	200.00	1	200.00
Meetings	[SDSU Mission Valley Comms 03/08/18] Maddy Kilkenny:	200.00	0.25	50.00
Project Management	[SDSU Mission Valley Comms 03/09/18] Margie Newman:	200.00	3.25	650.00
General	[SDSU Mission Valley Comms 03/09/18] Maddy Kilkenny:	200.00	1	200.00
Call	[SDSU Mission Valley Comms 03/09/18] Maddy Kilkenny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 03/09/18] Haley Peterson:	175.00	0.25	43.75
Email	[SDSU Mission Valley Comms 03/09/18] Haley Peterson:	175.00	0.25	43.75
Email	[SDSU Mission Valley Comms 03/09/18] Haley Peterson:	175.00	0.25	43.75
Email	[SDSU Mission Valley Comms 03/09/18] Haley Peterson:	175.00	0.25	43.75
Email	[SDSU Mission Valley Comms 03/09/18] Haley Peterson:	175.00	0.25	43.75

Task	Time Entry Notes	Rate	Hours	Line Total
Project Management	[SDSU Mission Valley Comms 03/12/18] Margie Newman:	200.00	2	400.00
General	[SDSU Mission Valley Comms 03/12/18] Maddy Kilkeny:	200.00	2	400.00
General	[SDSU Mission Valley Comms 03/12/18] Haley Peterson:	175.00	0.25	43.75
General	[SDSU Mission Valley Comms 03/12/18] Haley Peterson:	175.00	0.25	43.75
Project Management	[SDSU Mission Valley Comms 03/13/18] Margie Newman:	200.00	2.75	550.00
General	[SDSU Mission Valley Comms 03/13/18] Maddy Kilkeny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 03/13/18] Haley Peterson:	175.00	0.25	43.75
Project Management	[SDSU Mission Valley Comms 03/14/18] Margie Newman:	200.00	1.25	250.00
General	[SDSU Mission Valley Comms 03/14/18] Maddy Kilkeny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 03/14/18] Haley Peterson:	175.00	0.5	87.50
Project Management	[SDSU Mission Valley Comms 03/15/18] Margie Newman:	200.00	2.5	500.00
Media Relations	[SDSU Mission Valley Comms 03/15/18] Margie Newman:	200.00	1.25	250.00
General	[SDSU Mission Valley Comms 03/15/18] Maddy Kilkeny:	200.00	2.5	500.00
General	[SDSU Mission Valley Comms 03/15/18] Haley Peterson:	175.00	0.25	43.75
Call	[SDSU Mission Valley Comms 03/16/18] Maddy Kilkeny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 03/16/18] Maddy Kilkeny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 03/16/18] Maddy Kilkeny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 03/16/18] Haley Peterson:	175.00	0.5	87.50
Project Management	[SDSU Mission Valley Comms 03/19/18] Margie Newman:	200.00	1.75	350.00
Call	[SDSU Mission Valley Comms 03/19/18] Maddy Kilkeny:	200.00	0.5	100.00

Task	Time Entry Notes	Rate	Hours	Line Total
Email	[SDSU Mission Valley Comms 03/19/18] Haley Peterson:	175.00	0.25	43.75
General	[SDSU Mission Valley Comms 03/19/18] Haley Peterson:	175.00	0.5	87.50
Project Management	[SDSU Mission Valley Comms 03/20/18] Margie Newman:	200.00	1	200.00
General	[SDSU Mission Valley Comms 03/20/18] Haley Peterson:	175.00	0.25	43.75
General	[SDSU Mission Valley Comms 03/20/18] Haley Peterson:	175.00	0.25	43.75
Project Management	[SDSU Mission Valley Comms 03/21/18] Margie Newman:	200.00	0.75	150.00
General	[SDSU Mission Valley Comms 03/21/18] Maddy Kilkeny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 03/21/18] Haley Peterson:	175.00	0.5	87.50
Project Management	[SDSU Mission Valley Comms 03/22/18] Margie Newman:	200.00	1	200.00
Call	[SDSU Mission Valley Comms 03/22/18] Maddy Kilkeny:	200.00	0.5	100.00
Call	[SDSU Mission Valley Comms 03/22/18] Maddy Kilkeny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 03/22/18] Haley Peterson:	200.00	0.25	50.00
Media Relations	[SDSU Mission Valley Comms 03/23/18] Margie Newman:	200.00	0.75	150.00
General	[SDSU Mission Valley Comms 03/23/18] Haley Peterson:	175.00	0.5	87.50
Project Management	[SDSU Mission Valley Comms 03/26/18] Margie Newman:	200.00	1.5	300.00
General	[SDSU Mission Valley Comms 03/26/18] Maddy Kilkeny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 03/26/18] Haley Peterson:	175.00	0.25	43.75
Project Management	[SDSU Mission Valley Comms 03/27/18] Margie Newman:	200.00	1	200.00
General	[SDSU Mission Valley Comms 03/27/18] Maddy Kilkeny:	200.00	0.75	150.00
Project Management	[SDSU Mission Valley Comms 03/28/18] Margie Newman:	200.00	1	200.00

Task	Time Entry Notes	Rate	Hours	Line Total
General	[SDSU Mission Valley Comms 03/28/18] Maddy Killkenny:	200.00	1	200.00
General	[SDSU Mission Valley Comms 03/28/18] Haley Peterson:	175.00	0.75	131.25
General	[SDSU Mission Valley Comms 03/28/18] Haley Peterson:	175.00	0.25	43.75
Project Management	[SDSU Mission Valley Comms 03/29/18] Margie Newman:	200.00	2.5	500.00
Meetings	[SDSU Mission Valley Comms 03/29/18] Maddy Killkenny:	200.00	1.5	300.00
General	[SDSU Mission Valley Comms 03/29/18] Haley Peterson:	175.00	0.5	87.50
Email	[SDSU Mission Valley Comms 03/30/18] Haley Peterson:	175.00	0.25	43.75

Total	15,018.75
Amount Paid	0.00
Balance Due (USD)	\$15,018.75

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Intesa Communications Group
 3601 5th Ave
 San Diego CA 92103

Client Gatzke Dillon & Ballance LLP
 Client Phone 760-431-9501
 Invoice # 0000644
 Invoice Date April 2, 2018
 Balance Due (USD) \$15,018.75
 Amount Enclosed

Task	Time Entry Notes	Rate	Hours	Line Total
Project Management	[SDSU Mission Valley Comms 04/05/18] Margie Newman:	200.00	1.75	350.00
General	[SDSU Mission Valley Comms 04/05/18] Maddy Kilkenny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 04/05/18] Haley Peterson:	200.00	0.25	50.00
Project Management	[SDSU Mission Valley Comms 04/06/18] Margie Newman:	200.00	1.75	350.00
General	[SDSU Mission Valley Comms 04/06/18] Maddy Kilkenny:	200.00	1	200.00
General	[SDSU Mission Valley Comms 04/06/18] Maddy Kilkenny:	200.00	1	200.00
General	[SDSU Mission Valley Comms 04/06/18] Haley Peterson:	200.00	0.75	150.00
Project Management	[SDSU Mission Valley Comms 04/07/18] Margie Newman	200.00	1	200.00
Project Management	[SDSU Mission Valley Comms 04/09/18] Margie Newman:	200.00	1.75	350.00
Research	[SDSU Mission Valley Comms 04/09/18] Maddy Kilkenny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 04/09/18] Maddy Kilkenny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 04/09/18] Haley Peterson:	200.00	0.25	50.00
Email	[SDSU Mission Valley Comms 04/09/18] Haley Peterson:	200.00	0.25	50.00
Email	[SDSU Mission Valley Comms 04/09/18] Haley Peterson:	200.00	0.25	50.00
Project Management	[SDSU Mission Valley Comms 04/10/18] Margie Newman:	200.00	1.75	350.00
Call	[SDSU Mission Valley Comms 04/10/18] Maddy Kilkenny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 04/10/18] Maddy Kilkenny:	200.00	0.5	100.00
Call	[SDSU Mission Valley Comms 04/10/18] Maddy Kilkenny:	200.00	0.5	100.00
Email	[SDSU Mission Valley Comms 04/10/18] Haley Peterson:	200.00	0.25	50.00
Call	[SDSU Mission Valley Comms 04/10/18] Haley Peterson:	200.00	0.25	50.00
General	[SDSU Mission Valley Comms 04/10/18] Haley Peterson:	200.00	0.25	50.00

Task	Time Entry Notes	Rate	Hours	Line Total
Media Relations	[SDSU Mission Valley Comms 04/11/18] Margie Newman:	200.00	1	200.00
Project Management	[SDSU Mission Valley Comms 04/11/18] Margie Newman:	200.00	1	200.00
Call	[SDSU Mission Valley Comms 04/11/18] Maddy Kilkenny:	200.00	0.75	150.00
General	[SDSU Mission Valley Comms 04/11/18] Maddy Kilkenny:	200.00	1	200.00
Call	[SDSU Mission Valley Comms 04/11/18] Maddy Kilkenny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 04/11/18] Haley Peterson:	200.00	0.5	100.00
Project Management	[SDSU Mission Valley Comms 04/12/18] Margie Newman:	200.00	2	400.00
General	[SDSU Mission Valley Comms 04/12/18] Maddy Kilkenny:	200.00	1.5	300.00
Email	[SDSU Mission Valley Comms 04/12/18] Haley Peterson:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 04/12/18] Haley Peterson:	200.00	0.25	50.00
Meetings	[SDSU Mission Valley Comms 04/13/18] Margie Newman	200.00	1.5	300.00
General	[SDSU Mission Valley Comms 04/13/18] Maddy Kilkenny:	200.00	1.75	350.00
General	[SDSU Mission Valley Comms 04/13/18] Haley Peterson:	200.00	0.5	100.00
Email	[SDSU Mission Valley Comms 04/16/18] Maddy Kilkenny:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 04/16/18] Haley Peterson:	200.00	0.25	50.00
Project Management	[SDSU Mission Valley Comms 04/17/18] Margie Newman:	200.00	2.25	450.00
Call	[SDSU Mission Valley Comms 04/17/18] Maddy Kilkenny:	200.00	1.5	300.00
Meetings	[SDSU Mission Valley Comms 04/17/18] Maddy Kilkenny: r	200.00	1	200.00
General	[SDSU Mission Valley Comms 04/17/18] Haley Peterson:	200.00	0.25	50.00
General	[SDSU Mission Valley Comms 04/17/18] Haley Peterson:	200.00	0.5	100.00

Task	Time Entry Notes	Rate	Hours	Line Total
Project Management	[SDSU Mission Valley Comms 04/18/18] Margie Newman:	200.00	1.75	350.00
Call	[SDSU Mission Valley Comms 04/18/18] Maddy Kilkenney:	200.00	0.5	100.00
Email	[SDSU Mission Valley Comms 04/18/18] Maddy Kilkenney:	200.00	0.25	50.00
Project Management	[SDSU Mission Valley Comms 04/19/18] Margie Newman:	200.00	1.75	350.00
General	[SDSU Mission Valley Comms 04/19/18] Maddy Kilkenney: i	200.00	0.5	100.00
Project Management	[SDSU Mission Valley Comms 04/20/18] Margie Newman:	200.00	1.75	350.00
Call	[SDSU Mission Valley Comms 04/20/18] Maddy Kilkenney:	200.00	0.5	100.00
Project Management	[SDSU Mission Valley Comms 04/23/18] Margie Newman: i	200.00	2	400.00
Meetings	[SDSU Mission Valley Comms 04/23/18] Maddy Kilkenney:	200.00	1.5	300.00
Call	[SDSU Mission Valley Comms 04/23/18] Maddy Kilkenney:	200.00	0.5	100.00
Email	[SDSU Mission Valley Comms 04/23/18] Haley Peterson:	200.00	0.25	50.00
General	[SDSU Mission Valley Comms 04/23/18] Haley Peterson: media	200.00	0.25	50.00
General	[SDSU Mission Valley Comms 04/23/18] Haley Peterson: (200.00	0.25	50.00
Project Management	[SDSU Mission Valley Comms 04/24/18] Margie Newman:	200.00	3.5	700.00
Email	[SDSU Mission Valley Comms 04/24/18] Haley Peterson:	200.00	0.25	50.00
General	[SDSU Mission Valley Comms 04/24/18] Haley Peterson:	200.00	0.5	100.00
Email	[SDSU Mission Valley Comms 04/24/18] Haley Peterson:	200.00	0.25	50.00
Project Management	[SDSU Mission Valley Comms 04/25/18] Margie Newman:	200.00	2.5	500.00
General	[SDSU Mission Valley Comms 04/25/18] Maddy Kilkenney:	200.00	0.5	100.00
Writing	[SDSU Mission Valley Comms 04/25/18] Maddy Kilkenney:	200.00	1	200.00

Task	Time Entry Notes	Rate	Hours	Line Total
Call	[SDSU Mission Valley Comms 04/25/18] Maddy Kilkenny:	200.00	0.5	100.00
Call	[SDSU Mission Valley Comms 04/25/18] Haley Peterson:	200.00	0.25	50.00
Project Management	[SDSU Mission Valley Comms 04/26/18] Margie Newman:	200.00	3.5	700.00
Meetings	[SDSU Mission Valley Comms 04/26/18] Maddy Kilkenny:	200.00	1.25	250.00
General	[SDSU Mission Valley Comms 04/26/18] Haley Peterson:	200.00	0.25	50.00
Project Management	[SDSU Mission Valley Comms 04/27/18] Margie Newman:	200.00	2.5	500.00
Meetings	[SDSU Mission Valley Comms 04/27/18] Maddy Kilkenny:	200.00	1.25	250.00
General	[SDSU Mission Valley Comms 04/27/18] Haley Peterson:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 04/27/18] Haley Peterson:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 04/27/18] Haley Peterson:	200.00	0.25	50.00
Project Management	[SDSU Mission Valley Comms 04/30/18] Margie Newman:	200.00	2	400.00
General	[SDSU Mission Valley Comms 04/30/18] Haley Peterson:	200.00	0.5	100.00
General	[SDSU Mission Valley Comms 04/30/18] Haley Peterson:	200.00	0.25	50.00
Total				16,250.00
Amount Paid				0.00
Balance Due (USD)				\$16,250.00

Terms

Payment due within 30 days of issue. Thank you for choosing Intesal



Intesa Communications Group, LLC
 3601 5th Ave
 San Diego, CA 92103

INVOICE

Invoice Date: 06/01/18
 Total Amount: \$20,798.33
 Number: 0000681
 Project: SDSU Mission Valley

Gatzke Dillon & Ballance LLP
 Lisa Brown

INVOICE SUMMARY

Description	Quantity	Rate	Amount
Maddy Kilkenny	41.75	\$200.00	\$8,350.00
Margie Newman	47.00	\$200.00	\$9,400.00
Haley Peterson	11.25	\$200.00	\$2,250.00
Reimbursable Expenses - Maddy Atlanta Trip	1.00	\$798.33	\$798.33
TOTAL AMOUNT DUE			\$20,798.33

Payment due within 30 days of issue. Thank you for choosing Intesa!



Intesa Communications Group, LLC
 3601 5th Ave
 San Diego, CA 92103

INVOICE

Invoice Date: 07/02/18
 Total Amount: \$20,000.00
 Number: 0000701
 Project: SDSU Mission Valley

Gatzke Dillon and Ballance LLP
 Lisa Brown

INVOICE SUMMARY

Description	Quantity	Rate	Amount
Maddy Kilkenny	43.25	\$200.00	\$8,650.00
Margie Newman	56.75	\$200.00	\$11,350.00
TOTAL AMOUNT DUE			\$20,000.00

Payment due within 30 days of issue. Thank you for choosing Intesa!



Intesa Communications Group, LLC
 3601 5th Ave
 San Diego, CA 92103

INVOICE

Invoice Date: 08/01/18
 Total Amount: \$20,000.00
 Number: 0000714
 Project: SDSU Mission Valley

Gatzke Dillon and Ballance LLP
 Lisa Brown

INVOICE SUMMARY

Description	Quantity	Rate	Amount
Maddy Kilkenny	41.50	\$200.00	\$8,300.00
Margie Newman	36.00	\$200.00	\$7,200.00
Haley Peterson	22.50	\$200.00	\$4,500.00
TOTAL AMOUNT DUE			\$20,000.00

Payment due within 30 days of issue. Thank you for choosing Intesa!



Intesa Communications Group, LLC
 3601 5th Ave
 San Diego, CA 92103

INVOICE

Invoice Date: 09/04/18
 Total Amount: \$18,625.00
 Number: 0000727
 Project: SDSU Mission Valley

Gatzke Dillon and Ballance LLP
 Lisa Brown

INVOICE SUMMARY

Description	Quantity	Rate	Amount
Maddy Kilkenny	36.75	\$200.00	\$7,350.00
Margie Newman	39.25	\$200.00	\$7,850.00
Haley Peterson	15.25	\$200.00	\$3,050.00
Mindy Wright	2.50	\$150.00	\$375.00
TOTAL AMOUNT DUE			\$18,625.00

Payment due within 30 days of issue. Thank you for choosing Intesa!



Intesa Communications Group, LLC
 3601 5th Ave
 San Diego, CA 92103

INVOICE

Invoice Date: 10/01/18
 Total Amount: \$17,000.00
 Number: 0000751
 Project: SDSU Mission Valley

Gatzke Dillon and Ballance LLP
 Lisa Brown

INVOICE SUMMARY

Description	Quantity	Rate	Amount
Maddy Kilkenny	23.50	\$200.00	\$4,700.00
Margie Newman	37.25	\$200.00	\$7,450.00
Haley Peterson	23.50	\$200.00	\$4,700.00
Mindy Wright	1.00	\$150.00	\$150.00
TOTAL AMOUNT DUE			\$17,000.00

Payment due within 30 days of issue. Thank you for choosing Intesa!



Intesa Communications Group, LLC
 3601 5th Ave
 San Diego, CA 92103

INVOICE

Invoice Date: 11/01/18
 Total Amount: \$19,900.00
 Number: 0000769
 Project: SDSU Mission Valley

Gatzke Dillon and Ballance LLP
 Lisa Brown

INVOICE SUMMARY

Description	Quantity	Rate	Amount
Maddy Kilkenny	46.00	\$200.00	\$9,200.00
Margie Newman	38.75	\$200.00	\$7,750.00
Haley Peterson	14.75	\$200.00	\$2,950.00
TOTAL AMOUNT DUE			\$19,900.00

Payment due within 30 days of issue. Thank you for choosing Intesa!