RUSHBROOKE COMMUNICATIONS INC. - Payments made in FY2016/17

Burnette Interchange (Coquitlam) **Public Consultation**

Invoice Number	Invoice Date	Payment Date		Invoice Paid Amount	Description
563	16-Jul-16	19-Aug-16	GST	588.63	
563	16-Jul-16	19-Aug-16		11,772.50	
563 Total				**12,361.13**	PROG MAN, MATERIAL REVIEW & GRAPHIC DESIGN
559	05-Apr-16	24-Aug-16	GST	30.00	
559	05-Apr-16	24-Aug-16		600.00	
559 Total				**630.00**	ATTEND MEETINGS, MATERIAL REVIEW
0000561	23-Jun-16	18-Nov-16		9,737.50	
0000561	23-Jun-16	18-Nov-16	GST	486.88	
0000561 Total				**10,224.38**	VENUES BOARDS, DISCUSSION GUIDE, GRAPHICS
564	19-Oct-16	10-Jan-17		8,420.00	
564	19-Oct-16	10-Jan-17	GST	421.00	
564 Total				**8,841.00**	WORK IN PREP FOR BRUNETTE AVE OPEN HOUSES
565	19-Oct-16	10-Jan-17		3,055.00	
565	19-Oct-16	10-Jan-17	GST	152.75	
565 Total				**3,207.75**	BRUNETTE INTERCHANGE OPEN HOUSE PREP
566	02-Nov-16	10-Mar-17	GST	758.50	
566	02-Nov-16	10-Mar-17		19,719.53	
566 Total				**20,478.03**	BRUNETTE I/C CHARGES
Grand Total				**55,742.29**	

Rushbrooke Communications Inc.
1040 West Georgia Street, Suite 1750
Vancouver BC V6E 4H1
Phone: 604-357-3015

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GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

RUSHBROOKE COMMUNICATIONS

Government Communications and Public Engagement
Dawn Stewart
4th Floor 617 Government Street
PO BOX 9409 Stn Govt
Victoria BC V8W 9V1

Invoice #:	0000563
Date:	July 16, 2016
Balance Due (CAD):	$12,361.19

Task	Time Entry Notes	Rate ($)	Hours	Line Total ($)
Project Management	[06/02/16] Michael Witherly: Map issues	200.00	0.5	100.00
Graphic Design	[06/02/16] Sandra MacPherson	90.00	2.25	202.50
Project Management	[06/03/16] Michael Witherly: Board images	200.00	0.5	100.00
Calls	[06/03/16] Michael Witherly	200.00	1	200.00
Graphic Design	[06/04/16] Sandra MacPherson	90.00	4.5	405.00
Graphic Design	[06/06/16] Sandra MacPherson	90.00	1.5	135.00
Graphic Design	[06/07/16] Sandra MacPherson	90.00	2.75	247.50
Graphic Design	[06/08/16] Sandra MacPherson	90.00	2.75	247.50
Material Review	[06/09/16] Michael Witherly: Guide revisions	200.00	2	400.00
Meetings	[06/10/16] Michael Witherly: Ken, JL, John	200.00	1.5	300.00
Graphic Design	[06/10/16] Sandra MacPherson	90.00	2	180.00
Writing	[06/12/16] Michael Witherly: Guide revisions	200.00	1	200.00
Meetings	[06/13/16] Michael Witherly: Meeting w/JL, Ken Gord, Ashok	200.00	2.5	500.00
Graphic Design	[06/13/16] Sandra MacPherson	90.00	3.75	337.50
Writing	[06/14/16] Michael Witherly: Poster boards	200.00	1.5	300.00
Material Review	[06/14/16] Michael Witherly: Map additions	200.00	1	200.00
Material Review	[06/15/16] Michael Witherly: Work on guide	200.00	1.5	300.00
Graphic Design	[06/15/16] Sandra MacPherson	90.00	4	360.00
Graphic Design	[06/16/16] Sandra MacPherson	90.00	3.25	292.50

(Amy Tang)

iPROCUREMENT INVOICES

Date goods/services received: ____

iP Receipt #: ____

PO/CONTRACT ____

Qualified Receiver signature: ____
(for non-electronic receipt)

FINAL PAYMENT: YES NO

DIRECT INVOICES

Date goods/services received: June 30/16

Qualified Receiver signature: ____

CERTIFIED CORRECT PURSUANT TO SECTIONS 32 & 33 OF THE FINANCIAL ADMINISTRATION ACT AND RELATED POLICIES AND PROCEDURES (*EA Policy - Core Policy Manual 4.3 - Nov 03)

Expense Authority Signature | Date 6 2 1 2 0

RC 5115B | SERVICE LINE

STOB 7222 | PROJECT 551125112

PO/CONTRACT # REFERENCE: ____

CFS #: ____

INFO 1 - PRODUCT: 12512 | BUS. FUNC: COMMUN

INFO 2 - WORK ACTIVITY: PUB CONS

INFO 3 - COST TYPE: CONSULT

Graphic Design	[06/16/16] Sandra MacPherson	90.00	1.5	135.00	
Meetings	[06/17/16] Michael Witherly: w/JL	200.00	~~1.0005~~	~~200.00~~	200.00 ADJ. PER ATTACHED EMAIL - UK
Calls	[06/18/16] Michael Witherly: Call with JL re changes to guide.	200.00	1	200.00	
Material Review	[06/18/16] Michael Witherly	200.00	0.5	100.00	
Graphic Design	[06/19/16] Sandra MacPherson	90.00	3	270.00	
Material Review	[06/20/16] Michael Witherly	200.00	0.5	100.00	
Calls	[06/20/16] Michael Witherly: W/JL and KC	200.00	0.5	100.00	
Graphic Design	[06/20/16] Sandra MacPherson	90.00	2.5	225.00	
Calls	[06/21/16] Michael Witherly: Call with JL and SM for	200.00	1	200.00	
Research	[06/21/16] Michael Witherly: Translink UBE	200.00	1	200.00	
Project Management	[06/21/16] Francesca McDowell: research/ venue changes/ stakeholders etc	90.00	3	270.00	
Graphic Design	[06/21/16] Sandra MacPherson	90.00	3.5	315.00	
Writing	[06/22/16] Michael Witherly: FAQs	200.00	2.5	500.00	
Graphic Design	[06/22/16] Sandra MacPherson	90.00	4	360.00	
Writing	[06/23/16] Michael Witherly: FAQs	200.00	1.5	300.00	
Material Review	[06/23/16] Michael Witherly: Changes to discussion guide	200.00	0.5	100.00	
Project Management	[06/24/16] Michael Witherly: Ad deadlines and postal drop	200.00	0.5	100.00	
Calls	[06/24/16] Michael Witherly: Call w/KC and JL	200.00	0.75	150.00	
Graphic Design	[06/24/16] Sandra MacPherson	90.00	0.5	45.00	
Project Management	[06/25/16] Michael Witherly: Prep and writing for open house training	200.00	2.5	500.00	
Project Management	[06/26/16] Michael Witherly: Prepping training presentation	200.00	1.5	300.00	
Graphic Design	[06/27/16] Sandra MacPherson	90.00	1	90.00	
Meetings	[06/28/16] Michael Witherly: Reviewing comments NW and Coq KC and JL	200.00	3.5	700.00	
Graphic Design	[06/28/16] Emilia Jesenska: Project initiation meeting	90.00	1	90.00	
Graphic Design	[06/28/16] Emilia Jesenska: revising boards and guide	90.00	4	360.00	
Graphic Design	[06/29/16] Emilia Jesenska: Revisions based on feedback	90.00	4	360.00	
Graphic Design	[06/30/16] Emilia Jesenska: In office with client incorporating changes and later drawing 'zoom' maps	90.00	5.5	495.00	

Subtotal:	~~11,772.56~~	11,772.50
GST(#820779171 RT0001) - 5%:	588.63	
Total:	~~12,364.49~~	12,361.13

INVOICE AUDITED
16.08.08 UK

	Amount Paid:	0.00
	Balance Due (CAD):	**$12,361.19**

Rushbrooke Communications Inc.
1040 West Georgia Street, Suite 1750
Vancouver BC V6E 4H1
Phone: 604-357-3015

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RUSHBROOKE COMMUNICATIONS

Government Communications and Public Engagement
Dawn Stewart
4th Floor 617 Government Street
PO BOX 9409 Stn Govt
Victoria BC V8W 9V1

Invoice #:	0000559
Date:	April 5, 2016
Balance Due (CAD):	$630.00
PO #:	GCPE15-015

To View Your Invoice Online » 1. Go to: https://rushbrookecommunications.freshbooks.com/code
2. Enter this code: cP7WuY64vgZ85Xy

Task	Time Entry Notes	Rate ($)	Hours	Line Total ($)
Material Review	[03/29/16] Michael Witherly: Meeting Prep	200.00	1	200.00
Meetings	[03/30/16] Michael Witherly: w/Jennifer Locke + Ken Curry	200.00	2	400.00

Subtotal:	600.00
GST(#820779171 RT0001) - 5%:	30.00
Total:	630.00
Amount Paid:	0.00
Balance Due (CAD):	$630.00

IPROCUREMENT INVOICES
Date goods/services received: ______
iP Receipt #: ______
PO / CONTRACT ______
Qualified Receiver signature: (for non-electronic receipt) ______
FINAL PAYMENT: YES NO

DIRECT INVOICES
Date goods/services received: Mar 1/16
Qualified Receiver signature: [signature] - (Amy Tsang)
CERTIFIED CORRECT PURSUANT TO SECTIONS 32 & 33 OF THE FINANCIAL ADMINISTRATION ACT AND RELATED POLICIES AND PROCEDURES (*EA Policy - Core Policy Manual 4.3 - Nov 03)

Expense Authority Signature Date
RC 55153 SERVICE LINE 42160
STOB 7224 PROJECT 5512512
PO/CONTRACT # REFERENCE: ______
CFS #: ______
INFO 1 - PRODUCT: 12512 BUS. FUNC: COMM
INFO 2 - WORK ACTIVITY: PUB CONS
INFO 3 - COST TYPE: CONSULT

INVOICE AUDITED
16.07.21 UK

Rushbrooke Communications Inc.
1040 West Georgia Street, Suite 1750
Vancouver BC V6E 4H1
Phone: 604-357-3015

RUSHBROOKE COMMUNICATIONS

Ministry of Transportation and Infrastructure
Jennifer Locke
1500 Woolridge St
Suite 310
Coquitlam BC V3K 0B8

Invoice #:	0000561
Date:	June 23, 2016
Balance Due (CAD):	$10,224.38
PO #:	SO-GCPE-015

Task	Time Entry Notes	Rate ($)	Hours	Line Total ($)
Research	[04/05/16] Michael Witherly: Open house venues	200.00	0.5	100.00
Meetings	[04/07/16] Michael Witherly: Contents of boards	200.00	1.75	350.00
Material Review	[04/09/16] Michael Witherly	200.00	2	400.00
Project Management	[04/11/16] Michael Witherly: Venues for open house	200.00	0.5	100.00
Writing	[04/11/16] Michael Witherly: Boards, Consult Qs	200.00	2	400.00
Writing	[04/12/16] Michael Witherly: Boards, consult Qs, timelines	200.00	3	600.00
Writing	[04/13/16] Michael Witherly: Key messages	200.00	1	200.00
Meetings	[04/14/16] Michael Witherly: Update on materials	200.00	1.5	300.00
Writing	[04/14/16] Michael Witherly: Updating materials and working on Discussion guide outline	200.00	1.5	300.00
Writing	[04/15/16] Michael Witherly: Discussion guide	200.00	2	400.00
Material Review	[04/20/16] Michael Witherly	200.00	0.5	100.00
Writing	[04/20/16] Michael Witherly	200.00	1	200.00
Project Management	[04/20/16] Michael Witherly: Mtg w/Francesca	200.00	1	200.00
Project Management	[04/20/16] Francesca McDowell: Meeting with Mike	90.00	1	90.00
Project Management	[04/20/16] Francesca McDowell: Reviews and room bookings	90.00	0.5	45.00
Project Management	[04/22/16] Michael Witherly: Reviewing needs w/graphic designer	200.00	0.5	100.00
Writing	[04/24/16] Michael Witherly: Discussion guide	200.00	1	200.00
Research	[04/24/16] Michael Witherly: Previous consultation	200.00	0.5	100.00
Writing	[04/25/16] Michael Witherly: Discussion guide	200.00	1	200.00
Graphic Design	[04/25/16] Sandra MacPherson	90.00	3	270.00
Meetings	[04/26/16] Michael Witherly: Review discussion guide w/JL	200.00	1	200.00
Project Management	[04/26/16] Michael Witherly: Working on changes w/graphic designer	200.00	0.5	100.00

Project Management	[04/26/16] Francesca McDowell: Meeting at MOT	90.00	1.5	135.00
Graphic Design	[04/26/16] Sandra MacPherson	90.00	3.5	315.00
Graphic Design	[04/27/16] Sandra MacPherson	90.00	3.5	315.00
Project Management	[04/28/16] Francesca McDowell: Venue scouting	90.00	0.5	45.00
Graphic Design	[04/28/16] Sandra MacPherson	90.00	1	90.00
Material Review	[04/29/16] Michael Witherly	200.00	1	200.00
Graphic Design	[04/29/16] Sandra MacPherson	90.00	2	180.00
Project Management	[05/02/16] Francesca McDowell: Stakeholders + more venue scouting	90.00	1	90.00
Project Management	[05/03/16] Francesca McDowell: May 1 Tasks	90.00	0.75	67.50
Project Management	[05/05/16] Michael Witherly: admin w/designer and venues	200.00	0.5	100.00
Calls	[05/13/16] Michael Witherly: Call with Jennifer, Ken and John	200.00	1	200.00
Project Management	[05/14/16] Francesca McDowell: poster boards and stakeholders	90.00	1.5	135.00
Material Review	[05/16/16] Michael Witherly: Guide updates	200.00	1	200.00
Graphic Design	[05/16/16] Sandra MacPherson	90.00	1	90.00
Calls	[05/17/16] Michael Witherly: Materials and feedback on graphic design	200.00	1	200.00
Project Management	[05/17/16] Francesca McDowell	90.00	0.5	45.00
Graphic Design	[05/17/16] Sandra MacPherson	90.00	1.25	112.50
Calls	[05/18/16] Michael Witherly: w/ JR et al re Mats	200.00	0.5	100.00
Project Management	[05/18/16] Francesca McDowell	90.00	1.5	135.00
Graphic Design	[05/20/16] Sandra MacPherson	90.00	1.25	112.50
Project Management	[05/22/16] Francesca McDowell	90.00	0.75	67.50
Material Review	[05/23/16] Michael Witherly: Stakeholders list, venue options	200.00	1	200.00
Material Review	[05/24/16] Michael Witherly	200.00	0.5	100.00
Graphic Design	[05/24/16] Sandra MacPherson	90.00	2.25	202.50
Material Review	[05/26/16] Michael Witherly: Revised options	200.00	1	200.00
Writing	[05/27/16] Michael Witherly: Option descriptions	200.00	3	600.00
Calls	[05/28/16] Michael Witherly: update w/designer	200.00	0.5	100.00

Material Review	[05/31/16] Michael Witherly: revised boards and guide and map files	200.00	2	400.00
Graphic Design	[05/31/16] Sandra MacPherson	90.00	0.5	45.00

NOTES: Work in preparation for Brunette Ave Interchange Project Open houses. Services performed April 1 - May 31, 2016.

Subtotal:	**9,737.50**
GST(#820779171 RT0001) - 5%:	486.88
Total:	**10,224.38**
Amount Paid:	0.00
Balance Due (CAD):	**$10,224.38**

iPROCUREMENT INVOICES

Date goods/services received: __________

iP Receipt #: __________

PO / CONTRACT __________

Qualified Receiver signature: __________
(for non-electronic receipt)

FINAL PAYMENT: YES NO

DIRECT INVOICES

Date goods/services received: Jun 3, 2016

Qualified Receiver signature: Amy Tecoy

CERTIFIED CORRECT PURSUANT TO SECTIONS 32 & 33 OF THE FINANCIAL ADMINISTRATION ACT AND RELATED POLICIES AND PROCEDURES (*EA Policy - Core Policy Manual 4.3 - Nov 03)

Expense Authority Signature **Date**

RC 55153 SERVICE LINE 62166

STOB 7222 PROJECT 5512512

PO/CONTRACT # REFERENCE: __________

CFS #: __________

INFO 1 - PRODUCT: 12512 BUS. FUNC: COMMUN

INFO 2 - WORK ACTIVITY: PUB CONS

INFO 3 - COST TYPE: CONSULT

Fees $8420.00
GST 421.00

Rushbrooke Communications Inc.
1040 West Georgia Street, Suite 1750
Vancouver BC V6E 4H1
Phone: 604-357-3015

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RUSHBROOKE COMMUNICATIONS

Government Communications and Public Engagement
Dawn Stewart
4th Floor 617 Government Street
PO BOX 9409 Stn Govt
Victoria BC V8W 9V1

Invoice #:	0000564
Date:	October 19, 2016
Balance Due (CAD):	$8,841.00
PO #:	SO GCPE15-015

Task	Time Entry Notes	Rate ($)	Hours	Line Total ($)
Graphic Design	[07/04/16] Emilia Jesenska: Drawing map revisions	90.00	3	270.00 ✓
Graphic Design	[07/04/16] Emilia Jesenska: Call re: feedback and revisions	90.00	1	90.00 ✓
Material Review	[07/05/16] Michael Witherly: Discussion with designer re: new zoom map	200.00	1	200.00 ✓
Calls	[07/06/16] Michael Witherly: JL	200.00	0.25	50.00 ✓
Project Management	[07/06/16] Michael Witherly: Logistics of new dates	200.00	0.5	100.00 ✓
Project Management	[07/07/16] Michael Witherly: Updating and production plan of boards	200.00	1.5	300.00 ✓
Material Review	[07/08/16] Michael Witherly: Revised cost estimates	200.00	1	200.00 ✓
Graphic Design	[07/08/16] Emilia Jesenska: Implementing feedback	90.00	[illegible]	270.00 ✓
Graphic Design	[07/09/16] Emilia Jesenska: Adapting guide changes to boards	90.00	3	270.00 ✓
Graphic Design	[07/12/16] Emilia Jesenska: Zoom maps	90.00	1	90.00 ✓
Material Review	[07/13/16] Michael Witherly: Call w/ JL and work w/designer	200.00	0.5	100.00 ✓
Calls	[07/13/16] Michael Witherly	200.00	0.5	100.00 ✓
Graphic Design	[07/13/16] Emilia Jesenska: zoom maps	90.00	3	270.00 ✓
Material Review	[07/15/16] Michael Witherly: Notes to designer	200.00	1	200.00 ✓
Calls	[07/20/16] Michael Witherly: JL	200.00	0.5	100.00 ✓
Project Management	[07/20/16] Michael Witherly: Work w/designer	200.00	1.5	300.00 ✓
Material Review	[07/21/16] Michael Witherly: Guide revisions	200.00	1.5	300.00 ✓
Graphic Design	[07/21/16] Emilia Jesenska: guide revisions	90.00	3.5	315.00 ✓

Shelby Snow

J. Locke

iPROCUREMENT INVOICES

Date goods/services received: ____
iP Receipt #: ____
PO / CONTRACT ____
Qualified Receiver signature: ____
(for non-electronic receipt)
FINAL PAYMENT: YES NO

DIRECT INVOICES

Date goods/services received: Aug 31/16
Qualified Receiver signature: ____
CERTIFIED CORRECT PURSUANT TO SECTIONS 32 & 33 OF THE FINANCIAL ADMINISTRATION ACT AND RELATED POLICIES AND PROCEDURES (*EA Policy - Core Policy Manual 4.3 - Nov 03)

J Locke Dec 7/16
Expense Authority Signature Date

RC 55153 SERVICE LINE 62[illegible]20
STOB 7222 PROJECT 5512512
PO/CONTRACT # REFERENCE: ____
CFS #: ____
INFO 1 - PRODUCT: 12512 BUS. FUNC: COMMUN
INFO 2 - WORK ACTIVITY: PUB CONS
INFO 3 - COST TYPE: CONSULT

Graphic Design	[07/21/16] Emilia Jesenska: zoom maps	90.00	3.5	315.00	✓
Graphic Design	[07/22/16] Emilia Jesenska: revisions: cover map, arrows	90.00	3	270.00	✓
Writing	[07/25/16] Michael Witherly: FAQs	200.00	1	200.00	✓
General	[07/25/16] Jason Huang: Copy editing for boards	90.00	1.5	135.00	✓
Material Review	[07/27/16] Michael Witherly: RCH Travel times for boards	200.00	1	200.00	✓
General	[08/02/16] Jason Huang: Proofing	90.00	0.5	45.00	✓
General	[08/04/16] Jason Huang: Postal codes for mail drop	90.00	0.5	45.00	✓
Calls	[08/09/16] Michael Witherly: JL	200.00	0.5	100.00	✓
Project Management	[08/09/16] Michael Witherly: Guide revisions	200.00	1	200.00	✓
General	[08/09/16] Jason Huang: Copy editing	90.00	1	90.00	✓
Material Review	[08/10/16] Michael Witherly: Guide	200.00	0.5	100.00	✓
Graphic Design	[08/10/16] Emilia Jesenska: guide feedback	90.00	1	90.00	✓
Project Management	[08/17/16] Michael Witherly: Guide and boards changes	200.00	2	400.00	✓
Project Management	[08/23/16] Michael Witherly: Revisions to boards and guides	200.00	1.5	300.00	✓
Graphic Design	[08/23/16] Emilia Jesenska: board changes	90.00	4	360.00	✓
General	[08/23/16] Jason Huang: Copy editing	90.00	1	90.00	✓
Meetings	[08/24/16] Michael Witherly: JL and Ken	200.00	1	200.00	✓
Project Management	[08/24/16] Michael Witherly: Revisions	200.00	1	200.00	✓
Material Review	[08/24/16] Michael Witherly: Boards and guides	200.00	0.5	100.00	✓
General	[08/24/16] Jason Huang: Proofing	90.00	1	90.00	✓
General	[08/24/16] Jason Huang: Mtg at Transportation Offices	90.00	1	90.00	✓
Graphic Design	[08/25/16] Emilia Jesenska: guide revisions	90.00	1	90.00	✓
Graphic Design	[08/25/16] Emilia Jesenska: boards changes	90.00	1	90.00	✓
General	[08/25/16] Jason Huang: Edits	90.00	0.5	45.00	✓
Writing	[08/26/16] Michael Witherly: Guide	200.00	1.5	300.00	✓
Graphic Design	[08/26/16] Emilia Jesenska: guides and boards redrawing map	90.00	3	270.00	✓
General	[08/26/16] Jason Huang: Edits	90.00	1	90.00	✓
Project Management	[08/27/16] Michael Witherly: Revisions for graphic designer	200.00	0.5	100.00	✓
Material Review	[08/29/16] Michael Witherly: Boards	200.00	1	200.00	✓
Graphic Design	[08/29/16] Emilia Jesenska: RCH tables	90.00	1	90.00	✓

NOTES: Brunette Avenue Interchange open house preparation. Work performed from July 1, 2016 - August 31, 2016.

	Subtotal:	8,420.00 ✓

	GST(#820779171 RT0001) - 5%:	421.00
	Total:	**8,841.00**
	Amount Paid:	0.00
	Balance Due (CAD):	**$8,841.00**

INVOICE
AUDITED

UL
Initials
16.12.06
Date

FEES $ 3055.00
GST 152.75

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DEC - 6 2016
GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

Rushbrooke Communications Inc.
1040 West Georgia Street, Suite 1750
Vancouver BC V6E 4H1
Phone: 604-357-3015

RUSHBROOKE COMMUNICATIONS

Government Communications and Public Engagement
Dawn Stewart
4th Floor 617 Government Street
PO BOX 9409 Stn Govt
Victoria BC V8W 9V1

Invoice #:	0000565
Date:	October 19, 2016
Balance Due (CAD):	$3,207.75
PO #:	SO GCPE15-015

Task	Time Entry Notes	Rate ($)	Hours	Line Total ($)
Material Review	[09/06/16] Michael Witherly: Changes	200.00	0.5	100.00
Project Management	[09/07/16] Michael Witherly: Changes	200.00	1	200.00
Material Review	[09/08/16] Michael Witherly: guide	200.00	0.5	100.00
Graphic Design	[09/12/16] Emilia Jesenska: Revisions boards and guide	90.00	1.5	135.00
Project Management	[09/14/16] Michael Witherly: work with designer and contingencies for venues	200.00	1.5	300.00
Material Review	[09/14/16] Michael Witherly: guide	200.00	1	200.00
Graphic Design	[09/14/16] Emilia Jesenska: Additional boards	90.00	1	90.00
General	[09/14/16] Jason Huang: New dates for venues	90.00	0.5	45.00
Meetings	[09/27/16] Michael Witherly: JL	200.00	1	200.00
Project Management	[09/27/16] Michael Witherly: renderings	200.00	1.5	300.00
Logistics	[09/27/16] Meghan Pritchard: Mtg at Transporation	90.00	2	180.00
Research	[09/28/16] Michael Witherly: examples	200.00	1.5	300.00
Project Management	[09/28/16] Michael Witherly: designer	200.00	0.5	100.00
Logistics	[09/28/16] Meghan Pritchard: Editing and ad timings	90.00	2	180.00
Calls	[09/29/16] Michael Witherly: JL, DM, and Ken re: renderings	200.00	1	200.00
Project Management	[09/29/16] Michael Witherly: designer re: guide	200.00	0.5	100.00
Material Review	[09/29/16] Michael Witherly: Visualizations	200.00	0.5	100.00
Graphic Design	[09/29/16] Emilia Jesenska: Changes on maps	90.00	2	180.00
Logistics	[09/29/16] Meghan Pritchard: Venue and mailout	90.00	0.5	45.00

NOTES: Brunette Interchange open house prep. Work performed in September 2016.

Shelby Snow

J. Locke

iPROCUREMENT INVOICES

Date goods/services received: ____

iP Receipt #: ____

PO/CONTRACT ____

Qualified Receiver signature (for non-electronic receipt) ____

FINAL PAYMENT: YES NO

DIRECT INVOICES

Date goods/services received: Aug 31/16

Qualified Receiver signature:

CERTIFIED CORRECT PURSUANT TO SECTIONS 32 & ... OF THE FINANCIAL ADMINISTRATION ACT AND RELATED POLICIES AND PROCEDURES (*FA Policy - Core Policy Manual 4.3 ... Nov 03)

Dec 7/16

Expense Authority Signature Date

RC 5511153 SERVICE LINE 16121120

STOB 7122 PROJECT 1025121

PO/CONTRACT # REFERENCE:

CFS #: 12512

BUS. FUNC PUB CONS

INFO 1 - PRODUCT: COMMUN

INFO 2 - WORK ACTIVITY: CONSULT

INFO 3 - COST PIPE

Subtotal:	3,055.00 ✓
GST(#820779171 RT0001) - 5%:	152.75 ✓
Total:	3,207.75
Amount Paid:	0.00
Balance Due (CAD):	$3,207.75 ✓

INVOICE AUDITED

Uk
Initials
16-12-06.
Date

FEES $12,370.00
EXPENSES 7,349.53
GST 758.50

Rushbrooke Communications Inc.
1040 West Georgia Street, Suite 1750
Vancouver BC V6E 4H1
Phone: 604-357-3015

RECEIVED
FEB 14 2017
GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

RUSHBROOKE COMMUNICATIONS

Government Communications and Public Engagement
Dawn Stewart
4th Floor 617 Government Street
PO BOX 9409 Stn Govt
Victoria BC V8W 9V1

Invoice #:	0000566
Date:	November 2, 2016
Balance Due (CAD):	$20,478.03
PO #:	SO GCPE15-015

Task	Time Entry Notes	Rate ($)	Hours	Line Total ($)
Material Review	[10/02/16] Michael Witherly: Photos	200.00	0.25	50.00
Project Management	[10/03/16] Michael Witherly: Changes w/designer	200.00	1	200.00
Logistics	[10/03/16] Meghan Pritchard: editing	90.00	1	90.00
Graphic Design	[10/04/16] Emilia Jesenska: Streets on maps	90.00	2.5	225.00
Meetings	[10/05/16] Michael Witherly: w/JL, KC, DM	200.00	1	200.00
Logistics	[10/05/16] Meghan Pritchard: Open House Venue Research	90.00	1	90.00
Project Management	[10/06/16] Michael Witherly: Team mtg re: new costing	200.00	0.5	100.00
Logistics	[10/06/16] Meghan Pritchard: Editing	90.00	1	90.00
Project Management	[10/07/16] Michael Witherly: revisions to guide	200.00	1	200.00
Graphic Design	[10/07/16] Emilia Jesenska: Text updatess	90.00	0.75	67.50
Project Management	[10/12/16] Michael Witherly: Ads and venues	200.00	0.5	100.00
Logistics	[10/12/16] Meghan Pritchard: edits	90.00	1	90.00
Logistics	[10/12/16] Meghan Pritchard	90.00	2	180.00
Project Management	[10/13/16] Michael Witherly: Ads and venues	200.00	0.5	100.00
Graphic Design	[10/13/16] Emilia Jesenska: Board revisions	90.00	3	270.00
Logistics	[10/13/16] Meghan Pritchard: Venue Logistics	90.00	0.5	45.00
Logistics	[10/14/16] Meghan Pritchard: Mail out logistics	90.00	1	90.00
Project Management	[10/17/16] Michael Witherly: New feedback questions	200.00	0.5	100.00
Graphic Design	[10/17/16] Emilia Jesenska: Board updates moving gide questions	90.00	1	90.00
Logistics	[10/17/16] Meghan Pritchard: Mail out Logistics	90.00	1	90.00
Logistics	[10/17/16] Meghan Pritchard: Meeting Logistics	90.00	0.5	45.00

Project Management	[10/18/16] Michael Witherly: Board revisions time lines	200.00	0.5	100.00	✓
Logistics	[10/18/16] Meghan Pritchard: Mail out logistics	90.00	1	90.00	✓
Logistics	[10/18/16] Meghan Pritchard: Editing	90.00	1	90.00	✓
Logistics	[10/19/16] Meghan Pritchard	90.00	2	180.00	✓
Project Management	[10/20/16] Michael Witherly: Producing images for presentation	200.00	1	200.00	✓
Logistics	[10/20/16] Meghan Pritchard: Editing	90.00	1	90.00	✓
Logistics	[10/20/16] Meghan Pritchard: Mail out logistics	90.00	1	90.00	✓
Logistics	[10/21/16] Meghan Pritchard: Venue Advancing	90.00	4	360.00	✓
Logistics	[10/23/16] Meghan Pritchard: Editing	90.00	3	270.00	✓
Project Management	[10/24/16] Michael Witherly: Mail drop logistics	200.00	0.5	100.00	✓
Material Review	[10/24/16] Michael Witherly: revisions	200.00	0.5	100.00	✓
Logistics	[10/24/16] Meghan Pritchard	90.00	0.5	45.00	✓
Calls	[10/25/16] Michael Witherly: Edits w/JL and KC	200.00	2	400.00	✓
Material Review	[10/25/16] Michael Witherly: Revisions	200.00	1	200.00	✓
Logistics	[10/25/16] Meghan Pritchard: Editing	90.00	3	270.00	✓
Material Review	[10/26/16] Michael Witherly: Revisions	200.00	2	400.00	✓
Logistics	[10/26/16] Meghan Pritchard: Editing	90.00	4	360.00	✓
Logistics	[10/26/16] Meghan Pritchard: editing	90.00	1	90.00	✓
Material Review	[10/27/16] Michael Witherly: Revisions	200.00	1.5	300.00	✓
Logistics	[10/27/16] Meghan Pritchard: Editing	90.00	6	540.00	✓
Project Management	[10/28/16] Michael Witherly: Getting materials to the printer	200.00	1.5	300.00	✓
Project Management	[10/28/16] Michael Witherly: Reformating renderings	200.00	0.5	100.00	✓
Logistics	[10/28/16] Meghan Pritchard: Editing	90.00	6	540.00	✓
Writing	[10/31/16] Michael Witherly: Web content and image reformatting	200.00	1.5	300.00	✓
Graphic Design	[10/19/16] Emilia Jesenska: Redesign of pages	90.00	2.5	225.00	✓
Graphic Design	[10/20/16] Emilia Jesenska: Redesign, draw new maps	90.00	5.5	495.00	✓
Graphic Design	[10/20/16] Emilia Jesenska: Redesign mockups and boards	90.00	4.5	405.00	✓
Graphic Design	[10/21/16] Emilia Jesenska: New maps and doc prep	90.00	3.5	315.00	✓
Graphic Design	[10/22/16] Emilia Jesenska: redesign 13 pages	90.00	6.5	585.00	✓
Graphic Design	[10/23/16] Emilia Jesenska: Redesign continued	90.00	4.25	382.50	✓
Graphic Design	[10/23/16] Emilia Jesenska: Design feedback	90.00	3	270.00	✓
Graphic Design	[10/26/16] Emilia Jesenska: Guide revisions	90.00	8.75	787.50	✓

Graphic Design	[10/27/16] Emilia Jesenska: Design and text changes	90.00	6	540.00	✓
Graphic Design	[10/28/16] Emilia Jesenska: Prep for printing	90.00	1.5	135.00	✓
Graphic Design	[10/31/16] Emilia Jesenska: Web versions and exports	90.00	0.75	67.50	✓
Logistics	[10/31/16] Meghan Pritchard: Website Text and Printing Logistics	90.00	1.5	135.00	✓ 12,370.006

Item	Description	Unit Cost ($)	Quantity	Price ($)	
Expense	[Brunette Interchange 10/24/16] Advertising, Honeycomb Direct Mail: Deposit paid for mail drop	2,800.00	1	2,800.006	REFER TO ATTACHED EMAIL-UK
Expense	[Brunette Interchange 10/28/16] Advertising, Colour Time: Printing	3,208.93	1	3,208.93	✓
Expense	[Brunette Interchange 11/02/16] Advertising, Honeycomb Direct Mail: Balance payment	1,340.60	1	1,340.60	✓

Subtotal:	19,719.53	✓
GST(#820779171 RT0001) - 5%:	758.50	✓
Total:	20,478.03	✓
Amount Paid:	0.00	
Balance Due (CAD):	**$20,478.03**	

INVOICE AUDITED
17.02.15UK

iPROCUREMENT INVOICES

Date goods/services received: ______

iP Receipt #: ______

P.. CONTRACT ______

Qualified Receiver signature (for non-electronic receipt) ______

FINAL PAYMENT: YES NO

DIRECT INVOICES

Date goods/services received: November 30th 2016

Qualified Receiver signature: Amy Teare

CERTIFIED CORRECT PURSUANT TO SECTIONS 32 & 33 OF THE FINANCIAL ADMINISTRATION ACT AND RELATED POLICIES AND PROCEDURES (*EA Policy - Core Policy Manual 4.3 - Nov 03)

(Jen Locke)

Expense Authority Signature

Date

RC 55153 SERVICE LINE 62126

STOB 7922 PROJECT 55125512

PO/CONTRACT # REFERENCE: ______

CFS #: ______

INFO 1 - PRODUCT: 12512 BUS. FUNC: COMMUN

INFO 2 - WORK ACTIVITY: PUB CONS

INFO 3 - COST TYPE: CONSULT