

Client

ACOTE



Order Number

#7196

5.00	2.75	2.25
Available Hours	Hours Used	Balance

Activity during February 2025

Ticket #	Date	Hours	Description
1040	2/6/2025	0.25	Review current configuration and client communications.
1040	2/7/2025	1.5	Gain access to HubSpot account, create new list and form, integrate form on website and add to page template. Test form, add to RSS feed email. Notify client of spam flag due to site domain not added to HubSpot account. Pending addition from user with proper level of access.
1040	2/20/2025	0.5	Homepage placement of HubSpot form communications. Addition of form next to carousel, responsiveness updates.
1040	2/20/2025	0.25	Plugins up to date, updated back-up theme. Holding on WordPress update until March.
1040	2/20/2025	0.25	Troubleshooting form not sending sign-up to HubSpot.
		2.75	