

Client:

Certum Elite



Monthly Hours Overview

10.25 15.50 -5.25

Available Hours
Hours Used
Balance

Activity during March 2025

Ticket #	Date	Hours	Description
1042	3/3/2025	0.5	Monthly budget report.
1042	3/5/2025	0.25	Client communications.
1043	3/5/2025	0.50	Create Network Solutions account and purchase transfer / registration. Communications with Kirk and Kipper. Initiate transfer.
1043	3/6/2025	5.25	Client requested updates, see status update for details.
1043	3/7/2025	0.50	Dropbox access, review and communications.
1043	3/19/2025	3.00	Acquire new homepage hero image, Create new versions of core values section. client communications.
1043	3/26/2025	0.25	Logo and url communications
1043	3/27/2025	2.25	Communications with Trey and Kirk. Prepare for nameserver change.
1043	3/28/2025	2.00	Perform nameserver change and re-create DNS records on Network solutions. Review propagation progress.
1043	3/30/2025	1.00	DNS propagation review and communications with Trey for missing CNAME records for Outlook.
		15.5	

A-La-Carte Hours: Purchase & Usage History

Hours		Hours	
Order	Purchased	Used	Usage Month
7174	5	4.25	January 2025
7238	20	20.5	February 2025
7286	5	24.75	
7288	5		
35			