

Client:  
**Certum Elite**



Monthly Hours Overview

|                    |               |         |
|--------------------|---------------|---------|
| 0.00               | 0.75          | -0.75   |
| Available<br>Hours | Hours<br>Used | Balance |

Activity during October 2025

| Ticket # | Date       | Hours | Description  |
|----------|------------|-------|--|
| 1051     | 10/29/2025 | 0.50  | Backup site, perform plugin updates. Clear Elementor and server cache. Review site for issues. |
| 1051     | 10/29/2025 | 0.25  | Prepare September budget report and communications.  |
|          |            | 0.75  |  |