VIRTUAL EFFICIENCY

Time Billing For period May 1 - 31, 2007

Client: XYZ Company

Activity	Rate P/H	Time Spent	Date	Total
Quote for ABC Company	$30.00	30 mins	May 4	$15.00
Quote for DEF Company	$30.00	1hr mins	May 8	$30.00
Transcription of letters dated 10th May	$30.00	2 hours	May 10	$60.00
Typing of letter to Mr. Smith	$30.00	30 mins	May 15	$15.00
			TOTAL	**$120.00**

Address here
Address here

Phone:
Fax:
Email: