

MONTHLY TIME SHEET

July 2015

<http://item-china.cn/>

RATES PER HOUR

Web edit	Mo - Fr	9:00 - 19:00	A =	¥	600.00
	Mo - Fr	19:00 - 24:00	B =	¥	900.00
	Sa & So / Holidays	9:00 - 19:00	C =	¥	1,100.00
Communication	Emails		D =	¥	400.00
	Phone charges / skype		E =	¥	150.00

DATE	REQUEST BY	TASK	STATUS	START	STOP	TIME SPEND	RATE	FEE
07.07.2015	Ms Palatini	change details in SA contributor tabs		14:30	- 14:45	0:15	A ¥	150.00
18.07.2015	Mr Koch	add new page (item-glossary), add new teaser on start page (EN only), made translation list		11:00	- 12:30	1:30	A ¥	900.00
20.07.2015		Email regarding server down				0:10	D ¥	66.67
20.07.2015	Mr Koch	adjust Statcounter settings				0:15	D ¥	100.00
21.07.2015	Mr. Koch	tried to retrieve new video for German colleagues - unsuccessful over several hours - 90 MB not going				1:00	D ¥	400.00
22.07.2015	Ms. JingJing	set up the chinese version & teaser of new page (item-glossary)		10:20	- 10:55	0:35	A ¥	350.00
24.07.2015	Ms JingJing	adjust glossary page - remove download links, adjust start page teaser wording		18:20	- 18:40	0:20	A ¥	200.00
28.07.2015	Ms. Moeller	adjust contact details in distributor page		16:25	- 17:00	0:35	A ¥	350.00
29.07.2015	Mr. Koch	4 Mails regarding mobile site				0:30	D ¥	200.00
30.07.2015	Mr. Koch	make documentation for deflection calculator and "how to use technology finder" and retrieve translation documents for both pages		19:40	- 20:15	0:35	A ¥	350.00
	Ms Reiman	make translation doc for linear technology finder & deflection calculator				0:30	D ¥	200.00
TOTAL for July 2015							¥	3,266.67