



ALLEN NORTON & BLUE
PROFESSIONAL ASSOCIATION

121 Majorca Ave., Coral Gables, FL 33134
305-445-7801
EIN: 59-1287650

March 7, 2024

Invoice No. 178186

Town of Longboat Key
Magda McDowell
Attn: Magda McDowell
email to: MMcDowell@longboatkey.org
Longboat Key, FL 342283196

INVOICE SUMMARY

For Professional Services Rendered through February 29, 2024

Client-Matter: 1401-00000

RE: Re: General Labor Matters

Total Professional Fees	\$ 715.00
Total Expenses	<u> \$.00</u>
TOTAL THIS INVOICE	\$ 715.00
Previous Balance	<u> \$.00</u>
TOTAL BALANCE DUE	<u> \$ 715.00</u>

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PROFESSIONAL SERVICES

Date	TKPR	Description	Hours	Amount
12/14/23	WRA	Telephone conference with LS re voluntary training program	.30	82.50
2/12/24	WRA	Review correspondence from LS re EEOC and PRR sections re discrimination/harassment and respond	.30	82.50
2/19/24	BK	Review and revise Section 22 of PRR and Section 1.04 and email with Lisa Silvertooth re: same	2.00	550.00
TOTAL PROFESSIONAL FEES				\$ 715.00

SUMMARY OF PROFESSIONAL SERVICES

Name	Staff Level	Hours	Rate	Total
W. Reynolds Allen	Partner	.60	275.00	165.00
Brian Koji	Partner	2.00	275.00	550.00
Total		2.60		\$ 715.00
TOTAL THIS INVOICE				\$ 715.00

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OUTSTANDING INVOICES

Matter	Prior Balance	Invoice Amount	Payments Received	Balance Due
Longboat Key, Town	.00	715.00	.00	715.00
	Previous Balance			\$.00
	Balance Due This Invoice			<u>\$ 715.00</u>
	TOTAL BALANCE DUE			<u>\$ 715.00</u>

AGED ACCOUNTS RECEIVABLE

Current - 30	31 - 60	61 - 90	91 - 120	Over 120	Total
\$.00	\$.00	\$.00	\$.00	\$.00	\$.00



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REMITTANCE ADVICE

Client-Matter: 1401-00000

RE: Re: General Labor Matters

BALANCE DUE THIS INVOICE	\$ 715.00
Previous Balance	<u> \$.00</u>
TOTAL BALANCE DUE	<u> \$ 715.00</u>

All checks should be made payable to:
(Please return this advice with payment.)

Allen Norton & Blue, P.A.
ATTN: Accounts Receivable
121 Majorca Avenue
Coral Gables, Florida 33134

For payment by wire or ACH in USD:

Name: Allen Norton & Blue, P.A.
Address: 121 Majorca Avenue
Coral Gables, FL 33134
Routing Number: 084000026
Account #: 20001844164
Bank Name: First Horizon
Bank Address: 2109 Ponce De Leon Blvd.,
Coral Gables, FL 33134
Telephone Number: 305-442-9991

Please reference: Invoice 178186, File # 1401 - 00000

INVOICES ARE PAYABLE UPON RECEIPT

Proudly Representing Management for Over 50 Years