



ALLEN NORTON & BLUE  
PROFESSIONAL ASSOCIATION

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

June 10, 2024

Invoice No. 180344

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

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**INVOICE SUMMARY**

For Professional Services Rendered through May 31, 2024

**Client-Matter: 1401-00000**

**RE: Re: General Labor Matters**

Total Professional Fees	\$ 797.50
Total Expenses	<u>    \$ .00</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 797.50</b>
Previous Balance	<u>    \$ .00</u>
<b>TOTAL BALANCE DUE</b>	<b><u>    \$ 797.50</u></b>

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**PROFESSIONAL SERVICES**

Date	TKPR	Description	Hours	Amount
5/14/24	WRA	Review correspondence from LS re police marine officer and military duty. Prepare correspondence to LS re same	.60	165.00
5/15/24	BK	Emails with Lisa Silvertooth and W.R.A. re: key employee for USERRA purposes	.30	82.50
5/15/24	WRA	Review correspondence from LS. Conference with BK re key employee in PD RETAINER	.30	82.50
5/15/24	WRA	Review two emails from LS re marine officer	.60	165.00
5/22/24	BK	Review Town's draft letter to Coast Guard requesting removal of officer from ready reserve, review statute, regulation, and coast guard manual for same and email with Town re: same	.80	220.00
5/22/24	WRA	Review correspondence to coast guard re police marine officer	.30	82.50
<b>TOTAL PROFESSIONAL FEES</b>				<b>\$ 797.50</b>

**SUMMARY OF PROFESSIONAL SERVICES**

Name	Staff Level	Hours	Rate	Total
W. Reynolds Allen	Partner	1.80	275.00	495.00
Brian Koji	Partner	1.10	275.00	302.50
<b>Total</b>		<b>2.90</b>		<b>\$ 797.50</b>

**TOTAL THIS INVOICE \$ 797.50**

Invoice No. 180344

June 10, 2024

**OUTSTANDING INVOICES**

Matter	Prior Balance	Invoice Amount	Payments Received	Balance Due
Longboat Key, Town	.00	797.50	.00	797.50
	Previous Balance			\$ .00
	Balance Due This Invoice			<u>\$ 797.50</u>
	<b>TOTAL BALANCE DUE</b>			<b><u>\$ 797.50</u></b>

**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

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BALANCE DUE THIS INVOICE	\$ 797.50
Previous Balance	<u>    \$ .00</u>
<b>TOTAL BALANCE DUE</b>	<b><u>    \$ 797.50</u></b>

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**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 180344, File # 1401 - 00000*

**INVOICES ARE PAYABLE UPON RECEIPT**

***Proudly Representing Management for Over 50 Years***

## Magda McDowell

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**From:** Lisa Silvertooth  
**Sent:** Tuesday, June 18, 2024 3:43 PM  
**To:** Magda McDowell  
**Subject:** RE: Allen Norton Monthly Billing Longboat Key, Town of

Ok to pay.

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**From:** Magda McDowell <MMcDowell@longboatkey.org>  
**Sent:** Tuesday, June 18, 2024 2:07 PM  
**To:** Lisa Silvertooth <lsilvertooth@longboatkey.org>  
**Subject:** FW: Allen Norton Monthly Billing Longboat Key, Town of

Hi Lisa,  
Could you please review and approve the invoice attached?  
Thank you,  
Magda

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**From:** Allen, Norton & Blue <[billing.anblaw@rippecloud.com](mailto:billing.anblaw@rippecloud.com)>  
**Sent:** Tuesday, June 18, 2024 1:55 PM  
**To:** Magda McDowell <MMcDowell@longboatkey.org>  
**Subject:** Allen Norton Monthly Billing Longboat Key, Town of

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**This Message Is From an Untrusted Sender**

You have not previously corresponded with this sender.

Report Suspicious

Dear Client,

Attached is Allen Norton & Blue, P.A.'s invoice for services rendered.

Invoice Number: 00180344

If you have any questions or concerns, please contact Barbara Hernandez at:

[bhernandez@anblaw.com](mailto:bhernandez@anblaw.com)

[billing@anblaw.com](mailto:billing@anblaw.com)

Telephone Number: 305-445-7801

Thank you for the opportunity to work with you.  
Allen Norton & Blue, P.A.

Please do not reply to this message from [billing.anblaw@rippecloud.com](mailto:billing.anblaw@rippecloud.com).  
Replies to this address are unmonitored.