

INVOICE

DATE:
Jan. 20, 2025

TO: Saltire Contracting Ltd.
2555 Leggett Drive
Anmore, BC
V3H 4W9

INVOICE #
1000-0004

CUSTOMER ID:
0001

CONSULTANT	JOB	PAYMENT TERMS	DUE DATE
Manjot Nagra	IT Consulting	See terms below	01/27/2025

DESCRIPTION	UNIT PRICE	QTY	LINE TOTAL
Project – M365 Reset	120.00	14.00	1,680.00
SUBTOTAL			1,680.00
SALES TAX			0.00
TOTAL			1,680.00

TERMS AND CONDITIONS:
PAYMENT IS DUE WITHIN SEVEN (7) CALENDAR DAYS FROM THE DATE OF THE INVOICE, UNLESS OTHERWISE AGREED
UPON IN WRITING BY BOTH PARTIES.
PAYMENT CAN BE MADE VIA E-TRANSFER TO: MSNAGRA2@GMAIL.COM

Thank you for your business!

Project	Type	Notes	Date	Qty (hrs)	Invoice ID
M365 Reset	Admin	- Project review	November 24, 2024	0.5	1000-0004
M365 Reset	Active	- Creating booking calendar - Adjusting settings to reflect booking time availability	November 24, 2024	0.5	1000-0004
M365 Reset	Client Meeting	- Client Meeting - M365 Reset/FreeScout review	November 30, 2024	1	1000-0004
M365 Reset	Active	- Created FreeScout accounts for Nav and Auzzie - Set up SSO for FreeScout - Tested and confirmed SSO functionality - Documentation	December 4, 2024	1.5	1000-0004
M365 Reset	Active	- Created booking calendar documentation - Testing and reviewing the signature and disclaimer exchange rule	December 11, 2024	1.5	1000-0004
M365 Reset	Client Meeting	- Assisting with FreeScout demo and testing	December 12, 2024	1	1000-0004
M365 Reset	Active	- Booking calendar - Created shared mailbox (general@saltirecollective.com) - Added mailbox to FreeScout - Documentation	December 12, 2024	1.5	1000-0004
M365 Reset	Client Meeting	- Client Meeting - M365 Reset/FreeScout review - Adding new tasks	December 22, 2024	1	1000-0004
M365 Reset	Active	- SSO group changes - Shared and personal calendar testing - Documentation - Researching domain migration between 2 Microsoft tenancies	January 13, 2025	2.5	1000-0004
M365 Reset	Active	- Creating outbound mail flow rule and testing - Documentation - Researching domain migration between 2 Microsoft tenancies	January 14, 2025	1.5	1000-0004
M365 Reset	Client Meeting	- Client Meeting - Discussions about domain migration, MS tenancy migrations, FreeScout, new tasks/projects prioritization	January 15, 2025	1	1000-0004
M365 Reset	Client Meeting	- Client meeting - Project discussion and planning	January 19, 2025	0.5	1000-0004