

Bridgeway*Making it better together!*

10008 National Blvd #319
 Los Angeles, CA 90034-3809
 Phone 213.797.0999

Work Order Agreement (Proposed)

DATE: DECEMBER 28, 2022

TO:

Downtown Los Angeles Neighborhood Council
 P.O. Box 13096
 Los Angeles, CA 90013

COMMENTS OR SPECIAL INSTRUCTIONS:

Name	NEIGHBORHOOD COUNCIL	POSITION	DATE(S)	PAYMENT SCHEDULE	BILLING TERMS
Michael Lynn	Downtown Los Angeles NC	NC Elections Administrative Assistant	January 4, 2023 through May 4, 2023	\$875 due 2/15/2023 \$875 due 3/15/2023 \$875 due 4/15/2023 \$875 due 5/15/2023	Due on receipt when billed

	SERVICES TO BE PROVIDED		TOTAL
	<p>The Elections Administrative Assistant will function under the supervision of the Elections Committee and will assist in all functions of the 2023 DLANC Election process.</p> <p>Duties:</p> <ul style="list-style-type: none"> Assist in creating an outreach plan Provide "customer service" to candidates and voters Respond to e mails, calls, and requests for election assistance Work with the City Clerk, Outreach Chair, and Treasurer on elections items Coordinate the design, printing, and distribution of election materials Assist with planning town hall/candidate forums and candidate meet-and-greets Write copy for email blasts to mailing list Coordinate social media/newsprint advertising campaigns Assist in planning candidate recruiting events And more 		\$3500
	Total Estimated billable hours: 120		
		TOTAL DUE	\$3500.00

Approval: _____

If you have any questions concerning this work order proposal, contact Terrence Gomes, info@BTSASA.com

THANK YOU FOR YOUR BUSINESS!