Swaelu LLC/ MIDWESTIX

Swaelu Media / MIDWESTIX
857 17th Street, Suite 200
Des Moines, IA 50314

(515)244-2771x200
kathryn@midwestix.com
http://www.midwestix.com

Invoice

Date	Invoice #
02/23/2016	CWH002
Terms	**Due Date**
Due on receipt	02/23/2016

Bill To
City of Windsor Heights 1145 66th Street Suite 1 Windsor Heights, IA 50324 USA

Amount Due	Enclosed
$13,945.00	

Please detach top portion and return with your payment.

Date	Activity	Quantity	Rate	Amount
01/18/2016	Meeting with David Schwartz WH Fnd/Fundraising campaign	1.5	90.00	135.00
01/25/2016	Binder Prep/Meeting Prep	5	90.00	450.00
01/27/2016	SPecial Events Committee meeting	2	90.00	180.00
02/10/2016	Special Events Committee meeting and prep	2.5	90.00	225.00
02/16/2016	Meeting with Diana Willits on Revised 75th Plan	2.5	90.00	225.00
02/19/2016	Meeting with David Schwartz WH Fnd/Gala	1.5	90.00	135.00
02/23/2016	Graphic Design: 75th Anniversary Banners Lightpost/DP fence	8	90.00	720.00
02/23/2016	Video Production: 75th Anniversary (pmt 1 of 2)	1	5,000.00	5,000.00
02/23/2016	Event Production: 75th Anniversary Gala (pmt 1 of 2)	1	750.00	750.00
02/23/2016	75th Anniversary website, Facebook Page, instagram page (pmt 1 of 2)	1	1,875.00	1,875.00
02/23/2016	Graphic Design: WH Garage Sale	1	1,250.00	1,250.00
02/23/2016	75TH anniversary Campaign Concept	1	3,000.00	3,000.00
			Total	$13,945.00

Thank you for choosing Swaelu!

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WORKORDER / NO. CWH008

This Work Order is submitted pursuant to the Master Agreement between **Swaelu LLC** and **City of Windsor Heights**, Customer.

DATE: February 23rd, 2016

WORK TO BE PERFORMED:
Design of WH75 Lightpost banners. Design of WH75 "dog park" banner. Quote gathering, project management.

TOTAL COST: $720

*DELIVERY: **Files delivered to production vendor.**

**EXPECTED COMPLETION DATE: June 1st, 2016

PAYMENT TERMS: **$720 upon receipt.**

Additional Work: All additional work outside the scope of the work order will require an additional work order and shall be negotiated at time of commencement of said work.

Hosting: Hosting will be set up on web platform, Swaelu will bill Client separately for hosting charges.

*Swaelu shall provide product in stated file format and delivery method. Swaelu shall not be held responsible for compatibility of files on client or third party computers, servers, or other in-house systems.
**Delivery dates are based on two business-day turn around on proof approvals and delivery of materials to be provided by client after notification from Swaelu. Any extension by the client in the turn around/delivery time negates the

completion dates stated in this work order and subjects client to default penalties as stated in the Project Master Agreement. Completion dates are for Swaelu work only and do not include completion times with vendors the client has hired in addition to Swaelu to complete the above projects. Should Client not provide content, approvals or any other components required for Swaelu to finish contracted work by the stated deadline in the work order, the Client will be considered in Default one day after stated deadline. Client forgoes any claim to a refund on payments already paid to Swaelu for contracted work.

WORKORDER NO. CWH008

FOR SWAELU LLC:

SIGNED: _____ Heather L. Hansen ____

PRINTED: _____**HEATHER HANSEN**_____

TITLE: _____**Partner**_____

DATE: _____**FEBRUARY 23RD, 2016**_____

FOR CLIENT: City of Windsor Heights

SIGNED: _____

PRINTED: Diana Willits

TITLE: Mayor

DATE: 3/1/2016

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WORKORDER / NO. CWH007

This Work Order is submitted pursuant to the Master Agreement between **Swaelu LLC** and **City of Windsor Heights**, Customer.

DATE: February 23rd, 2016

WORK TO BE PERFORMED:
WH Video:
Concept, production, editing, project management.

TOTAL COST: $10,000

*DELIVERY: **Digital file.**

**EXPECTED COMPLETION DATE: June 1st, 2016

PAYMENT TERMS: **$5000 due at commencement of project. $5000 due at completion of project.**

Additional Work: All additional work outside the scope of the work order will require an additional work order and shall be negotiated at time of commencement of said work.

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WORKORDER NO. CWH007

FOR SWAELU LLC:

SIGNED: _____ Heather L. Hansen ____

PRINTED: _____**HEATHER HANSEN**_____

TITLE: _____**Partner**_____

DATE: _____**FEBRUARY 23RD, 2016**_____

FOR CLIENT: City of Windsor Heights

SIGNED: _____

PRINTED: Diana Willits

TITLE: Mayor

DATE: 3/1/2016

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WORKORDER / NO. CWH006

This Work Order is submitted pursuant to the Master Agreement between **Swaelu LLC** and **City of Windsor Heights**, Customer.

DATE: February 23rd, 2016

WORK TO BE PERFORMED:
Planning for Gala Event:
Concept, create budget, marketing collateral, vendor management, sponsor liaison, volunteer coordination.

TOTAL COST: $1,500

*DELIVERY: **Event implemented .**

**EXPECTED COMPLETION DATE: June 3rd.

PAYMENT TERMS: **$750 due at commencement of project. $750 due at completion of project.**

Additional Work: All additional work outside the scope of the work order will require an additional work order and shall be negotiated at time of commencement of said work.

Hosting: Hosting will be set up on web platform, Swaelu will bill Client separately for hosting charges.

*Swaelu shall provide product in stated file format and delivery method. Swaelu shall not be held responsible for compatibility of files on client or third party computers, servers, or other in-house systems.

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WORKORDER NO. CWH006

FOR SWAELU LLC:

SIGNED: _____ Heather L. Hansen ____

PRINTED: _____**HEATHER HANSEN**_____

TITLE: _____**Partner**_____

DATE: _____**FEBRUARY 23RD, 2016**_____

FOR CLIENT: City of Windsor Heights

SIGNED: Diana Willitts

PRINTED: Diana Willitts

TITLE: Mayor

DATE: 3/1/2014

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WORKORDER / NO. CWH005

This Work Order is submitted pursuant to the Master Agreement between **Swaelu LLC** and **City of Windsor Heights,** Customer.

DATE: February 23rd, 2016

WORK TO BE PERFORMED:
For 2016 Windsor Heights Garage Sale-
Brand/Poster
Press Release
Media Buy Plan
Street Signage Template

TOTAL COST: $1,250

*DELIVERY: **Digital files to production vendor. Press Release sent to Swaelu's Media List.**

**EXPECTED COMPLETION DATE: March 15, 2016

PAYMENT TERMS: **$625 due at commencement of project. $625 due at completion of project.**

Additional Work: All additional work outside the scope of the work order will require an additional work order and shall be negotiated at time of commencement of said work.

Hosting: Hosting will be set up on web platform, Swaelu will bill Client separately for hosting charges.

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WORKORDER NO. CWH005

FOR SWAELU LLC:

SIGNED: _____ Heather L. Hansen ____

PRINTED: _____**HEATHER HANSEN**_____

TITLE: _____**Partner**_____

DATE: _____**FEBRUARY 23RD, 2016**_____

FOR CLIENT: City of Windsor Heights

SIGNED: _____

PRINTED: Diann Wills

TITLE: Mayor

DATE: 3/1/2016

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WORKORDER / NO. CWH004

This Work Order is submitted pursuant to the Master Agreement between **Swaelu LLC** and **City of Windsor Heights**, Customer.

DATE: February 23rd, 2016

WORK TO BE PERFORMED:

WEBSITE- Marketing website for the 75th Anniversary, apx. 5 sections, up to 20 pages.

FB page- set up of 75th Anniversary facebook page.

Instagram Page- Set up of 75th Anniversary instagram account.

TOTAL COST: $3,750

*DELIVERY: **Digital file for style guidelines. Campaign implementation to approved communication pieces.**

**EXPECTED COMPLETION DATE: June 1st, 2016

PAYMENT TERMS: **$1875 due at commencement of project. $1875 due at completion of project.**

Additional Work: All additional work outside the scope of the work order will require an additional work order and shall be negotiated at time of commencement of said work.

Hosting: Hosting will be set up on web platform, Swaelu will bill Client separately for hosting charges.

*Swaelu shall provide product in stated file format and delivery method. Swaelu shall not be held responsible for compatibility of files on client or third party computers, servers, or other in-house systems.

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WORKORDER NO. CWH004

FOR SWAELU LLC:

SIGNED: _____ Heather L. Hansen ____

PRINTED: _____**HEATHER HANSEN**_____

TITLE: _____**Partner**_____

DATE: _____**FEBRUARY 23RD, 2016**_____

FOR CLIENT: City of Windsor Heights

SIGNED: _____

PRINTED: Diann Willits

TITLE: Mayor

DATE: 3/1/2016

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WORKORDER / NO. CWH003

This Work Order is submitted pursuant to the Master Agreement between **Swaelu LLC** and **City of Windsor Heights**, Customer.

DATE: February 23rd, 2016

WORK TO BE PERFORMED:

Campaign Concept- Creation of a campaign over-arching advertising campaign to work across multiple channels. Style guideline included.

TOTAL COST: $3,000

*DELIVERY: **Digital file for style guidelines. Campaign implementation to approved communication pieces.**

**EXPECTED COMPLETION DATE: March 15th, 2016

PAYMENT TERMS: **$3000 due upon receipt of invoice.**

Additional Work: All additional work outside the scope of the work order will require an additional work order and shall be negotiated at time of commencement of said work.

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WORKORDER NO. CWH003

FOR SWAELU LLC:

SIGNED: _____ Heather L. Hansen ____

PRINTED: _____**HEATHER HANSEN**_____

TITLE: _____**Partner**_____

DATE: _____**FEBRUARY 23RD, 2016**_____

FOR CLIENT: City of Windsor Heights

SIGNED: _____ Diana Wilkins, Mayor

PRINTED: Diana Willis

TITLE: Mayor

DATE: 3/1/2016