

## David Lothspeich

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**From:** Shannon Hayden [Shannon@n-r-c.com]  
**Sent:** Monday, August 31, 2015 12:42 PM  
**To:** David Lothspeich  
**Subject:** next project invoice  
**Attachments:** Long Grove 2015 Survey - Invoice 4.pdf; Long Grove 2015 Survey - Invoice 3.pdf

Hi Dave,  
Hope you had a nice weekend!

We've just completed an analysis of the hours spent on the development of the survey. As you anticipated, we did go past the amount we included in our budget, therefore prompting our calculation of the overage. Our proposed scope of work included "14 hours of internal NRC staff time plus up to two virtual meetings of two hours each" for a total of 18 hours, with additional time charged at \$175 per hour. Though the total time was 56.5 hours (38.5 over the estimate), we'd like to propose a middle point – 17 hours at \$2,975. We worry that the full amount would feel punitive to Long Grove – and worse, prohibitive of future surveying, when we believe that future internal survey development processes for Long Grove staff and trustees will be better streamlined and benefit from the collaborative work done on this project.

Please find attached the final invoice for the regular scope of work, as well as another invoice for the additional \$2,975. Thanks for all your hard work on this project and let us know your thoughts and any questions.

Best,  
Shannon

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Shannon Hayden / Chief Operating Officer  
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**NRC**

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## Invoice

Date	Invoice No.
August 31, 2015	5595

Bill to:
David Lothspeich Village of Long Grove 3110 Old McHenry Road Long Grove, IL 60047

Terms
Net 30 days

Description	Amount
2015 Citizen Survey - <i>Additional survey development work</i>	\$2,975.00

<b>TOTAL</b>	<b>\$2,975.00</b>
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