

Office Costs 1999

List of Names

Pos.	Name	Office #	Sq.Ft	From	To	Days	Sq.Ft x Days	According to	According to Sq.F
1	Steele, Bob	001.03	45	1/1/99	3/31/99	90	4081	3.08%	2.55%
2	Garcia, Juan	001.04	45	4/1/99	12/31/99	275	12469	9.42%	7.79%
3	Kowalski, Stephan	002.01	67	1/1/99	12/31/99	365	24594	12.50%	15.37%
4	Yang, Sung	003.04	45	1/1/99	2/15/99	46	2086	1.58%	1.30%
5	Winkelman, Ellen	003.06	45	2/16/99	12/31/99	319	14463	10.92%	9.04%
6	Sorensen, Heidi	004.01	67	1/1/99	12/31/99	365	24594	12.50%	15.37%
7	White, Tom	005.03	45	1/1/99	12/31/99	365	16549	12.50%	10.34%
8	Varell, Angela	006.04	67	1/1/99	12/31/99	365	24594	12.50%	15.37%
9	Michelli, Antonio	007.02	40	1/1/99	12/31/99	365	14677	12.50%	9.17%
10	Petrello, Sofia	008.01	60	1/1/99	12/31/99	365	21947	12.50%	13.71%
Total			439			2920	160053	100.00%	100.00%



Rent	Electricity	Water	Cleaning Service	Office Materials	Fee, Beverages	Telephone	Internet	Receptionist	Total Share of Costs
\$1,670	\$41	\$4	\$89	\$17	\$2	\$104	\$28	\$629	\$2,582
\$5,102	\$126	\$12	\$271	\$50	\$6	\$316	\$85	\$1,921	\$7,890
\$10,064	\$249	\$23	\$535	\$100	\$13	\$624	\$113	\$2,550	\$14,269
\$853	\$21	\$2	\$45	\$8	\$1	\$53	\$14	\$321	\$1,320
\$5,919	\$146	\$14	\$314	\$59	\$7	\$367	\$98	\$2,229	\$9,153
\$10,064	\$249	\$23	\$535	\$100	\$13	\$624	\$113	\$2,550	\$14,269
\$6,772	\$167	\$16	\$360	\$67	\$9	\$420	\$113	\$2,550	\$10,473
\$10,064	\$249	\$23	\$535	\$100	\$13	\$624	\$113	\$2,550	\$14,269
\$6,006	\$148	\$14	\$319	\$59	\$8	\$372	\$113	\$2,550	\$9,589
\$8,981	\$222	\$21	\$477	\$89	\$11	\$557	\$113	\$2,550	\$13,020
\$65,496.00	\$1,617.34	\$151.42	\$3,480.00	\$648.23	\$82.64	\$4,059.99	\$900.00	\$20,400.00	\$96,835.62



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Prepayments	Amount Due or Credit
\$2,700.00	\$118
\$8,100.00	\$210
\$15,000.00	\$731
\$900.00	-\$420
\$9,900.00	\$747
\$15,000.00	\$731
\$10,800.00	\$327
\$15,000.00	\$731
\$9,600.00	\$11
\$13,200.00	\$180
\$100,200.00	\$3,364.38



Office Costs 1999

*Office Sharing
Association*

**1113 Lake Avenue,
Elmhurst, NY 11373**

Your Data

Name			
Address	333 Ocean View, Texas, TX 55667		
Office #			
Sq.Ft		Total	439
Billing Period		to	01

Account

	Total 1)	Key 2)	Amount Due
Rent	\$65,496.00	0.00%	\$0.00
Electricity	\$1,617.34	0.00%	\$0.00
Water	\$151.42	0.00%	\$0.00
Cleaning Services	\$3,480.00	0.00%	\$0.00
Office Materials	\$648.23	0.00%	\$0.00
Coffee, Beverages etc.	\$82.64	0.00%	\$0.00
Telephone	\$4,059.99	0.00%	\$0.00
Internet	\$900.00	0.00%	\$0.00
Receptionist	\$20,400.00	0.00%	\$0.00
Total	\$96,835.62		\$0.00
Prepayment			
Credit Amount			\$0.00

Information

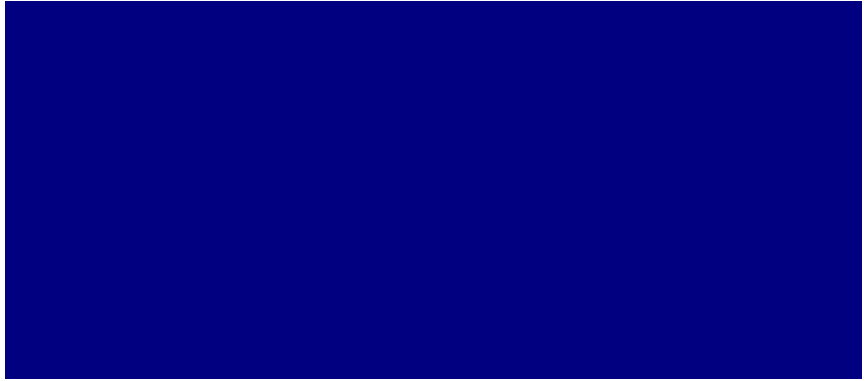
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1) Costs incurred for the entire billing period

2) *Internet* and *Receptionist* are distributed by days, other costs are proportionally distributed

Any credit amounts will be deducted from your next prepayment, any extras payments will b

If you are no longer a member of the association, please pay all remaining invoices within fo



Rent

Invoices

Invoice Date	Inv.No.	Supplier	Invoice text	Amount
1/31/99	99/01/0365	Satelite City Real Estate	Rent - January	\$5,458.00
2/28/99	99/02/0365	Satelite City Real Estate	Rent - February	\$5,458.00
3/31/99	99/03/0365	Satelite City Real Estate	Rent - March	\$5,458.00
4/30/99	99/04/0365	Satelite City Real Estate	Rent - April	\$5,458.00
5/31/99	99/05/0365	Satelite City Real Estate	Rent - May	\$5,458.00
6/30/99	99/06/0365	Satelite City Real Estate	Rent - June	\$5,458.00
7/31/99	99/07/0365	Satelite City Real Estate	Rent - July	\$5,458.00
8/31/99	99/08/0365	Satelite City Real Estate	Rent - August	\$5,458.00
9/30/99	99/09/0365	Satelite City Real Estate	Rent - September	\$5,458.00
10/31/99	99/10/0365	Satelite City Real Estate	Rent - October	\$5,458.00
11/30/99	99/11/0365	Satelite City Real Estate	Rent - November	\$5,458.00
12/31/99	99/12/0365	Satelite City Real Estate	Rent - December	\$5,458.00
Total				\$65,496.00



Electricity

Invoices

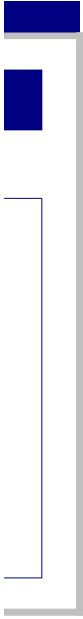
Invoice Date	Inv.No.	Supplier	Invoice text	Amount
1/3/99	56-00512-99	Public Utility New York	Electricity for January 99	\$125.00
2/3/99	56-01024-99	Public Utility New York	Electricity for February 99	\$125.00
3/3/99	56-01599-99	Public Utility New York	Electricity for March 99	\$125.00
4/3/99	56-02101-99	Public Utility New York	Electricity for April 99	\$125.00
5/3/99	56-02699-99	Public Utility New York	Electricity for May 99	\$125.00
6/3/99	56-03297-99	Public Utility New York	Electricity for June 99	\$125.00
7/3/99	56-03994-99	Public Utility New York	Electricity for July 99	\$125.00
8/3/99	56-04603-99	Public Utility New York	Electricity for August 99	\$125.00
9/3/99	56-05213-99	Public Utility New York	Electricity for September 99	\$125.00
10/3/99	56-05834-99	Public Utility New York	Electricity for October 99	\$125.00
11/3/99	56-06471-99	Public Utility New York	Electricity for November 99	\$125.00
12/3/99	56-07099-99	Public Utility New York	Electricity for December 99	\$125.00
1/25/99	56-13118-99	Public Utility New York	Final Account 99	\$117.34
Total				\$1,617.34



Water

Invoices

Invoice Date	Inv.No.	Supplier	Invoice text	Amount
1/8/99	AB 99-010085	NYC Water Company	Water + sewage, 1-2/99	\$28.00
3/7/99	AB 99-030085	NYC Water Company	Water + sewage 3-4/99	\$28.00
5/7/99	AB 99-050085	NYC Water Company	Water + sewage, 5-6/99	\$28.00
7/8/99	AB 99-070085	NYC Water Company	Water + sewage, 7-8/99	\$28.00
9/7/99	AB 99-090085	NYC Water Company	Water + sewage, 9-10/99	\$28.00
11/9/99	AB 99-110275	NYC Water Company	Water + sewage, 11-12/99	\$28.00
11/9/99	AB 99-142564	NYC Water Company	Final Account 99	-\$16.58
Total				\$151.42



Cleaning Services

Invoices

Invoice Date	Inv.No.	Supplier	Invoice text	Amount
2/4/99	99-01 00237	StarClean Services	Invoice for January 99	\$300.00
3/1/99	99-02 00237	StarClean Services	Invoice for February 99	\$255.00
4/2/99	99-03 00237	StarClean Services	Invoice for March 99	\$315.00
5/3/99	99-04 00237	StarClean Services	Invoice for April 99	\$285.00
6/1/99	99-05 00237	StarClean Services	Invoice for May 99	\$300.00
7/1/99	99-06 00237	StarClean Services	Invoice for June 99	\$300.00
8/5/99	99-07 00237	StarClean Services	Invoice for July 99	\$330.00
9/6/99	99-08 00237	StarClean Services	Invoice for August 99	\$315.00
10/1/99	99-09 00237	StarClean Services	Invoice for September 99	\$285.00
10/31/99	99-10 00237	StarClean Services	Invoice for October 99	\$300.00
12/3/99	99-11 00237	StarClean Services	Invoice for November 99	\$285.00
6/1/99	99-12 00237	StarClean Services	Invoice for December 99	\$210.00
Total				\$3,480.00



Office Materials

Invoices

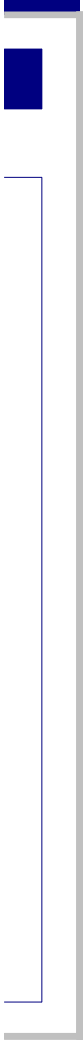
Invoice Date	Inv.No.	Supplier	Invoice text	Amount
1/15/99	(none)	Staples	Office supplies	\$13.21
2/15/99	0023417 99	Costco	Office supplies	\$11.99
2/25/99	(none)	Staples	Office supplies	\$34.94
3/10/99	(none)	Staples	Office supplies	\$52.80
4/15/99	(none)	Staples	Office supplies	\$17.36
5/3/99	0032741 99	Costco	Office supplies	\$45.00
5/31/99	0034271 99	Costco	Office supplies	\$132.94
6/23/99	(none)	Staples	Office supplies	\$13.27
7/15/99	(none)	Staples	Office supplies	\$9.48
8/31/99	0042713 99	Costco	Office supplies	\$99.42
9/17/99	(none)	Staples	Office supplies	\$8.27
10/6/99	0047312 99	Costco	Office supplies	\$12.10
11/13/99	(none)	Staples	Office supplies	\$37.28
11/15/99	0071234 99	Costco	Office supplies	\$99.22
12/15/99	0072431 99	Costco	Office supplies	\$49.75
12/18/99	(none)	Staples	Office supplies	\$11.20
Total				\$648.23



Coffee, Beverages etc.

Invoices

Invoice Date	Inv.No.	Supplier	Invoice text	Amount
1/13/99	990030564	Costco	Coffee, Beverages etc.	\$11.82
1/18/99	(none)	Safeway	Tissue	\$2.99
2/15/99	0023417 99	Costco	Coffee, Beverages etc.	\$9.89
2/20/99	0024371 99	Costco	Tissue, Cookies	\$8.96
2/23/99	0024731 99	Costco	Coffee	\$3.94
2/27/99	0027134 99	Costco	Napkins	\$1.62
4/1/99	(none)	Safeway	Coffee, Beverages etc.	\$27.06
5/3/99	0032741 99	Costco	Coffee, Beverages etc.	\$14.88
5/27/99	(none)	Safeway	Tissue	\$2.99
5/31/99	0034271 99	Costco	Coffee, Beverages etc.	\$16.43
6/8/99	0034712 99	Costco	Beverages	\$12.55
7/17/99	0037214 99	Costco	Coffee, Beverages etc.	\$28.35
8/31/99	0042713 99	Costco	Coffee, Beverages etc.	\$11.18
9/19/99	0043127 99	Costco	Coffee, Beverages etc.	\$29.46
9/26/99	0043721 99	Costco	Coffee	\$22.65
10/23/99	(none)	Safeway	Tissue, Cookies	\$7.73
10/30/99	(none)	Safeway	Detergent	\$0.99
10/31/99	(none)	Safeway	Beverages	\$9.70
11/13/99	0071234 99	Costco	Coffee, Beverages etc.	\$22.56
12/15/99	0072431 99	Costco	Coffee, Beverages etc.	\$49.39
Total				\$82.64



Telephone

Invoices

Invoice Date	Inv.No.	Supplier	Invoice text	Amount
1/15/99	5550401 0199	AB&C	Telephone Jan. 99	\$343.99
2/15/99	5550402 0299	AB&C	Telephone Feb. 99	\$394.78
3/15/99	5550403 0399	AB&C	Telephone Mar. 99	\$346.70
4/15/99	5550404 0499	AB&C	Telephone Apr. 99	\$322.61
5/15/99	5550405 0599	AB&C	Telephone May 99	\$351.43
6/15/99	5550406 0699	AB&C	Telephone Jun. 99	\$427.09
7/15/99	5550407 0799	AB&C	Telephone Jul. 99	\$299.95
8/15/99	5550408 0899	AB&C	Telephone Aug. 99	\$347.97
9/15/99	5550409 0999	AB&C	Telephone Sep. 99	\$309.37
10/15/99	5550410 1099	AB&C	Telephone Oct. 99	\$324.60
11/15/99	5550411 1199	AB&C	Telephone Nov. 99	\$329.66
12/15/99	5550412 1299	AB&C	Telephone Dec. 99	\$261.84
Total				\$4,059.99



Internet

Invoices

Invoice Date	Inv.No.	Supplier	Invoice text	Amount
2/1/99	Z0000123 99	CompuLine	Invoice for January 99	\$75.00
3/1/99	Z0100123 99	CompuLine	Invoice for February 99	\$75.00
4/1/99	Z0200123 99	CompuLine	Invoice for March 99	\$75.00
5/2/99	Z0300123 99	CompuLine	Invoice for April 99	\$75.00
6/1/99	Z0400123 99	CompuLine	Invoice for May 99	\$75.00
7/1/99	Z0500123 99	CompuLine	Invoice for June 99	\$75.00
8/1/99	Z0600123 99	CompuLine	Invoice for July 99	\$75.00
9/1/99	Z0700123 99	CompuLine	Invoice for August 99	\$75.00
10/1/99	Z0800123 99	CompuLine	Invoice for September 99	\$75.00
11/1/99	Z0900123 99	CompuLine	Invoice for October 99	\$75.00
12/1/99	Z1000123 99	CompuLine	Invoice for November 99	\$75.00
1/2/99	Z1100123 99	CompuLine	Invoice for December 99	\$75.00
Total				\$900.00



Receptionist

Invoices

Invoice Date	Inv.No.	Supplier	Invoice text	Amount
1/15/99	Z10023 99	Manpower	Invoice for January 99	\$1,700.00
2/15/99	Z10135 99	Manpower	Invoice for February 99	\$1,700.00
3/15/99	Z10246 99	Manpower	Invoice for March 99	\$1,700.00
4/15/99	Z10377 99	Manpower	Invoice for April 99	\$1,700.00
5/15/99	Z10500 99	Manpower	Invoice for May 99	\$1,700.00
6/15/99	Z10623 99	Manpower	Invoice for June 99	\$1,700.00
7/15/99	Z10756 99	Manpower	Invoice for July 99	\$1,700.00
8/15/99	Z10888 99	Manpower	Invoice for August 99	\$1,700.00
9/15/99	Z11034 99	Manpower	Invoice for September 99	\$1,700.00
10/15/99	Z12039 99	Manpower	Invoice for October 99	\$1,700.00
11/15/99	Z13116 99	Manpower	Invoice for November 99	\$1,700.00
12/15/99	Z14045 99	Manpower	Invoice for December 99	\$1,700.00
Total				\$20,400.00

