MONTHLY TIMESHEET LOG (INVOICE #1084 BACKUP)

Illustrative Worked Example: 20-Hour Monthly Retainer & Out-of-Scope Sprint

Strategic Operations Advisory LLC
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CLIENT & CONTACT
Meridian Logistics Group
Sarah Jenkins, Chief Operating Officer
Governing: Advisory Services SOW dated January 15, 2026

ENGAGEMENT & BILLING TERMS
Engagement: Monthly Operations Advisory Retainer
Billing Period: October 1, 2026 to October 31, 2026
Rate & Increment: $225.00 / hour | 0.10 hr (6 minutes, contractual upward rounding

PART A: CORE RETAINER ACTIVITY LOG (20.0 HOURS ALLOTTED)

DATE	HOURS	ACTIVITY TYPE	AUDIT-PROOF TASK DESCRIPTION
02 Oct 2026	**1.4 hrs**	**Strategic Advisory**	Discovery session with COO on dispatch bottlenecks
04 Oct 2026	**2.3 hrs**	**Research & Analysis**	Policy critique of regional dispatch handbook
06 Oct 2026	**1.5 hrs**	**Deliverable Drafting**	Formulated memorandum on driver scheduling failure modes
09 Oct 2026	**2.8 hrs**	**Research & Analysis**	Evaluated two automated dispatch routing platforms
11 Oct 2026	**1.2 hrs**	**Strategic Advisory**	Mid-month operational alignment call with fleet leads
13 Oct 2026	**0.8 hrs**	**Technical Review**	Reviewed client correspondence regarding route rules
16 Oct 2026	**1.9 hrs**	**Strategic Advisory**	Working session on revised terminal communication protocols
19 Oct 2026	**2.7 hrs**	**Deliverable Drafting**	Drafted cross-terminal freight coordination governance
23 Oct 2026	**2.2 hrs**	**Deliverable Drafting**	Built executive steering committee slide deck
27 Oct 2026	**1.6 hrs**	**Strategic Advisory**	Presented findings to monthly steering committee
CORE RETAINER TOTAL:	**18.4 hrs**		**18.4 hrs actually worked ($4,140.00 value) | 1.6 hrs reserved capacity ($360.00) | Base Retainer Charge: $4,500.00 (Prepai**

PART B: APPROVED OUT-OF-SCOPE ADVISORY SPRINT

DATE	HOURS	ACTIVITY TYPE	AUDIT-PROOF TASK DESCRIPTION
25 Oct 2026	**2.6 hrs**	**Technical Due Diligence**	Architectural review of target telematics data pipeline (Approved via Email Oct 24)
26 Oct 2026	**1.6 hrs**	**Technical Due Diligence**	Risk assessment memo on proprietary API compatibility (Approved via Email Oct 24)
SPRINT TOTAL:	**4.2 hrs**		**4.2 hrs actually worked @ $225.00/hr | Net Sprint Amount Due: $945.00**

PART C: MONTH-END ENGAGEMENT RECONCILIATION

1. Total Actual Time Worked (22.6 hrs @ $225/hr delivery value):	**22.6 hrs total actual time worked ($5,085.00 delivery equivalent)**
2. Reserved Availability Fee Retained (1.6 hrs @ $225/hr):	**1.6 hrs reserved availability fee retained ($360.00)**
3. Total Contractual Charges for Month (Charges Rendered):	**$5,445.00 ($5,085 delivery + $360 reserved capacity)**
4. Less Base Monthly Retainer Fee Prepaid (Oct 1, 2026):	**$4,500.00 (PAID IN ADVANCE OCT 1)**
NET AMOUNT CURRENTLY DUE ON INVOICE #1084:	**$945.00**

CONTRACTUAL TERMS & BILLING POLICIES

Services recorded in strict 0.10-hour (6-minute) increments with contractual upward rounding per executed SOW. Unut
ilized retainer hours (1.6 hrs) do not roll over or convert to cash credits per agreement terms, compensating contr
actor for reserved executive calendar availability. Out-of-scope sprint authorized by COO email on Oct 24, 2026 at $225.00/hr reference rate. Net 14 payment terms apply to month-end in

Client Approval Signature & Date

Consultant Acknowledgment & Date