

Hours statement

Studio booking support - Pinecrest Fitness
Billing cycle 2026-07-01 to 2026-07-31

What we did

This period we covered the following. Content work took 2.25 hours (Connected the newsletter signup; Proofread the landing page copy). Bug fix work took 3.25 hours (Fixed 404 errors after the redirect change; Resolved a broken contact form). Design work took 1.5 hours (Designed a seasonal banner). Support work took 1.5 hours (Looked into delayed email delivery; Replied to a customer about invoice downloads). Meeting work took 1 hours (Kick-off workshop for the new section; Prepared the monthly summary).

Date	What happened	Time	Balance
	Opening balance		10 h
2026-06-01	Time logged - Bug fixes	-1 h 30 m	8 h 30 m
2026-06-02	Time logged - Support requests	-1 h 15 m	7 h 15 m
2026-06-05	Time logged - Content updates	-30 m	6 h 45 m
2026-06-09	Time logged - Site development	-1 h 45 m	5 h
2026-06-11	Time logged - Admin and planning	-1 h 30 m	3 h 30 m
2026-06-16	Time logged - Design work	-1 h 30 m	2 h
2026-06-18	Time logged - Support requests	-15 m	1 h 45 m
2026-06-18	Extra hours used - Support requests	1 h 30 m extra	
2026-06-23	Time logged - Meetings and calls	-1 h 45 m	0 m
2026-07-01	Hours added for the cycle	10 h	10 h
2026-07-31	Hours expired - Hours expired	-30 m	9 h 30 m
	Closing balance		9 h 30 m