

Hours statement

Portfolio design support - Juniper and Vale Architects
Billing cycle 2026-07-01 to 2026-07-31

What we did

This period we covered the following. Development work took 2 hours (Added an opening-hours block to the site). Meeting work took 2 hours (Kick-off workshop for the new section). Support work took 3 hours (Helped staff regain account access; Helped staff regain account access). Content work took 2.75 hours (Connected the newsletter signup; Proofread the landing page copy). Bug fix work took 2.5 hours (Fixed a slow product page; Fixed a checkout bug on phones). Admin work took 1 hours (Billing questions and paperwork). Design work took 0.75 hours (Prepared social images for the campaign).

Date	What happened	Time	Balance
	Opening balance		9 h
2026-06-03	Time logged - Support requests	-2 h	7 h
2026-06-05	Time logged - Content updates	-45 m	6 h 15 m
2026-06-10	Time logged - Site development	-1 h 45 m	4 h 30 m
2026-06-15	Time logged - Admin and planning	-1 h 30 m	3 h
2026-06-16	Time logged - Design work	-1 h	2 h
2026-06-19	Time logged - Support requests	-30 m	1 h 30 m
2026-06-22	Time logged - Meetings and calls	-1 h	30 m
2026-06-29	Time logged - Bug fixes	-30 m	0 m
2026-07-01	Hours added for the cycle	20 h	20 h
2026-07-01	Unused hours carried over	11 h	31 h
2026-07-31	Hours carried over	-17 h	14 h
	Closing balance		14 h