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1982/1983 Price Waterhouse & Co. Diary-Manual of Anne B. Hopkins

Anne B. Hopkins

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1982/1983

Pice
Waterhouse

Diary-Manual
FOR USE OF STAFF MEMBERS

Anne Branigan Hopkins
Signature of person to whom issued

ABH
Initials

Price
Waterhouse

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This Diary-Manual is provided for the convenience of staff members in recording their professional activities and keeping necessary day-to-day records and accounts. It contains a list of the U. S. firm's offices, together with addresses, telephone numbers, and Telex numbers. The Diary-Manual has been designed to be carried in your pocket so that it can be used for ready reference.

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Instructions for use of diary — and preparation of time sheet

Record time in diary — Working time should be recorded in such a manner as to indicate the nature of the work performed, the location and the time spent. Space is also provided for recording cash transactions. The diary constitutes the basic record from which you prepare your reports to the firm.

Due date for time sheet — Even if you have to estimate the time to be worked, you should send your time sheet early enough so that it reaches the office to which you are attached no later than the morning of the 1st and 16th day of each month. Time sheets should be legibly written "in ink" on forms provided by the firm. Your expense report, if any, should accompany your time sheet.

Time to be accounted for — Report as time worked the elapsed time between beginning and leaving work at the place designated, less time out for meals or for personal purposes. Daily commuting time should not be reported as time worked. In cases where the client's office is closed for a holiday or some other day when the firm's office is open, an effort should be made to arrange to work on that day, either in the office on the client's affairs or for another client. Out-of-town travel time on weekdays during the hours normally worked should be regarded as time worked and charged to the respective clients.

All time that can be properly allocated to clients is to be so charged. Office time spent in footing, proofreading, and other tasks should be charged to the applicable client, as well as time spent in planning for the work, giving or receiving instructions relative to the engagement, preparing personnel files. In addition, time described below is chargeable to clients.

Travel time — When work is completed at a client's office and the client's office closes at such an hour of the day that it is impracticable to take up another

client's work during the same day, the client should be charged with the normal number of work hours for that day.

- (2) **Split day** — If a staff member goes from one client's premises to another client's office on the same day, or if a staff member works part of the day in a client's office and the remainder of the day in the firm's office, there should be a reasonable distribution between the two or more clients concerned of the entire time spent in traveling.

Preparation of time sheet

In addition to entering the staff member's name and number, class, department, office name and number (page 21) and the ending date of the semi-monthly period, the following information should be recorded on the time sheet (including stub):

Current period client charges

1. **Name and client code number** — Enter the names of the individual clients to which time and expenses are charged and the appropriate three-part client codes. Each client code consists of a 5-digit prime client code, a three-digit subclient number and a one-digit type of service code. A list of assigned codes and subcodes is on file in each office. A request (on Form ET-3) for assignment of client and subclient codes must be made by the manager or in-charge staff member whenever work for a new client is undertaken, or it is desired to change the basis for accumulating time and expense charges for existing clients. Upon securing new or additional client and subclient numbers, all other staff members assigned to the engagement should be advised of such codes.
2. **Type of service code** — All time charged to clients should be classified according to type of service:

Code

1. Audit services continuing (services rendered annually or more frequently)
2. Audit services initial (services performed for a new client who is expected to continue as a client requiring our services annually or more frequently in the future)
3. Audit services nonrecurring (services which are not rendered at least annually)
4. Tax services (including preparation of all tax returns)
5. MAS (management services)

Note — When work performed by members of the MAS or Tax staff is incidental to recurring or nonrecurring services (such as review of tax reserves), the time should be charged under codes 1, 2, or 3. Conversely, when audit staff members are assigned to MAS or Tax engagements, the time should be coded 4 or 5.

3. *Location code* — Enter the code number of the state or foreign country where the work was actually performed. There are certain places where a city designation must be indicated instead of the state code. For example, if the staff member worked in Dayton, Ohio, for a client he would record "36" in the location code column on the time sheet, but for time spent in the Columbus office writing the report for the same client, he will record a separate line item with code "74." While traveling, chargeable time will be assigned to point of destination. This information is essential for certain tax reports which the firm is required to file. Location codes should not be confused with office codes (page 21).

4. *Total hours* — Crossfoot totals of daily hours recorded.

5. *Expense totals by client* — Enter the total expenses charged to each client as reported on your expense report for the same period. Petty cash reimbursements of expenses should not be recorded on the time sheet.

Location

Alabama	01
Birmingham	78
Alaska	02
Arizona	03
Arkansas	04
California	05
San Francisco	83
Colorado	06
Denver	84
Connecticut	07
Delaware	08
Wilmington	85
Dist. of Columbia	09
Florida	10
Georgia	11
Hawaii	12
Idaho	13
Illinois	14
Indiana	15
Iowa	16
Kansas	17
Kentucky	18
Louisiana	19
Maine	20
Maryland	21
Massachusetts	22
Michigan	23
Battle Creek	81
Detroit	73
Minnesota	24
Mississippi	25
Missouri	26
Kansas City	76
St. Louis	72
Montana	27
Nebraska	28
Nevada	29
New Hampshire	30
New Jersey	31
New Mexico	32

Code

Location

New York	33
New York City	77
North Carolina	34
North Dakota	35
Ohio	36
Cincinnati	82
Cleveland	80
Columbus	74
Toledo	75
Oklahoma	37
Oregon	38
Pennsylvania	39
Philadelphia	70
Pittsburgh	71
Mt. Oliver	88
Rhode Island	40
South Carolina	41
South Dakota	42
Tennessee	43
Texas	44
Utah	45
Vermont	46
Virginia	47
Washington	48
West Virginia	49
Wisconsin	50
Wyoming	51
Bahamas (Nassau)	57
Bermuda (BWI)	58
Chile	59
Canada	60
Mexico	61
Panama	62
Venezuela	63
Puerto Rico	64
Dominican Rep.	65
Haiti	66
Guatemala	67
Other Foreign	69

Current period non-client charges — All time other than that chargeable to clients should be carefully identified on time sheets according to the codes described below. If there is any doubt, the questions should be referred to the office.

90002 Vacation — Time spent away from office in accordance with established vacation policy including authorized time charges by seniors, consultants, staff assistants and administrative specialists against their respective overtime banks.

90003 Holidays — Time not worked on any holiday recognized by the office. If time is worked on a holiday by non-exempt staff, the client or other appropriate category should be charged with the number of hours worked and in addition, 8 hours should be charged to the holiday classification.

If time is worked on a holiday by exempt staff, the client or other appropriate category should be charged with the number of hours worked, 8 hours should be charged to holiday and a credit of 8 hours should be entered in the vacation classification.

90004 Sickness — Absence due to own illness and own medical and dental treatment. Do not include time away from the office due to illness of members of the family or others. Absence for annual physical examinations required by the firm should be charged to off duty 90001 rather than sickness.

90005 Available — This code is for time of professional staff members while awaiting assignment. Such time should be devoted to self-development activities and projects authorized by the personnel manager or local director of continuing education.

92000-xxx-1 Continuing education (C.E.) — These codes are for time spent attending C.E. meetings and courses, including programs held at practice offices. Time spent by instructors, speakers and administrators in preparation, teaching and administration of C.E. courses, and related travel time during regular office hours only, should also be charged to these codes. The appropriate charge codes are:

Participants	92000-010-1
Instructors	92000-020-1
Administration	92000-030-1

C.E. programs

outside the firm

92000-040

Informal classes and discussions for the benefit of professional staff awaiting assignment and other self-development activities performed during available time should be charged to code 90005 (available). Similarly, staff meetings which are primarily administrative in nature should be charged to an appropriate non-chargeable time code (91xxx-xxx-x), instead of a C.E. code.

93000-xxx-x Industry specialists — Certain industry specialists have been designated by the Policy Board and codes to be used for time chargeable to these activities are set forth in AIM Volume 3B. Time properly chargeable to these accounts should relate to firmwide programs or efforts that have been directed or approved by the lead specialist. This might include time of specialists devoted to the study of the industry, time of staff assigned by the specialist to specific tasks and authorized attendance at industry conventions and other industry meetings during regular office hours.

94000-xxx-x Firmwide functions — The National Director of Finance authorizes the use of separate codes when considered necessary to accumulate time charges on firm functions. Active assigned function codes are set forth in AIM Volume 3B. Charges to the various functions may be made only at the specific direction of the partner with assigned responsibility for the function.

91xxx-xxx-x Other nonchargeable activities — Use this code for reporting hours worked which are not chargeable to clients or codes provided for industry specialist activities, assigned projects, continuing education and available time. This code will be used for office administrative matters including staff activities such as outings and parties during regular office hours; preparation for and participation in business, community and professional activities during regular office hours; activities of firm committees; and partners meetings and other firm-wide and regional activities.

The prime code for all such activities will be 91 followed by the staff member's 3-digit office number.

90001/90011 Off duty time — For accounting purposes and for calculation of overtime, the work week for the firm's professional staff is five days of eight hours each. Any difference between the actual hours worked and eight must be reported as "Off duty - 90011," except that time not actually worked due to completing an assignment or the client's office closing too late in the day to permit another assignment to be undertaken should be charged to the client rather than off duty.

No hours are to be reported for leaves of absence without pay, but such absences must be explained on the face of the time sheet. Attendance at military reserve summer training camp resulting from *voluntary* continuation of military reserve enrollment (beyond one normal tour of duty) is considered leave of absence without pay.

Permission to be off duty should be obtained from the partner or manager in charge of staff as far in advance as possible. Off duty time includes the following:

90001 (Not offset in computing overtime)

Jury Duty, CPA and other professional exams, Annual physical exams required by firm, Personal emergencies, such as death or serious illness in immediate family, Early office closing (firm).

90011 (Offset in computing overtime)

Short workday (explained above), Personal business, such as moving household, legal, financial, family matters, etc.

Prior period adjustments — This section appears on the back of the Time Sheet and is used to report adjustments to time and expense charges made on time sheets and expense reports filed in previous time periods.

Show adjustments in detail on the back of the time sheet. Bracket negative amounts. Include the adjustment date for each adjustment. This is the ending date of the period in which the charge was originally made (i.e., the original time sheet date). Adjustments covering several periods must be entered on separate lines for each period involved. The *net* change resulting from the adjustments must be shown on the front of the time sheet, even if zero.

Approval for overtime — Overtime hours for those eligible for overtime pay must be approved in the manner designated by the partner in charge of the office.

Expense records & reimbursements

Introduction

It is the policy and practice of the firm to reimburse staff members for expenses directly connected with the performance of their duties. Expenses must be adequately supported and approved as explained in subsequent paragraphs.

Expense reports should accompany the semimonthly time sheets and reach the office not later than the morning of the 1st and 16th day of the month. Expense reports should be legibly written "in ink" on Form 103 provided by the firm. Although time and expense reports are submitted at the same time, the two reports are usually processed separately and the expense report should include sufficient detail (name and code number of client, dates, number of days at each location, etc.) so that reference to the time sheets during the checking routines can be reduced to a minimum. A person returning from a travel assignment is expected to make a final settlement of his expense account balance *immediately*.

We call to your attention that a major part of the reimbursed expenses is charged to and recovered from clients. For this reason it is particularly important that in all instances we should be able to furnish detailed statements of expenses with adequate explanations and documentary support for charges.

Firm advances — All advances, whether by check, currency advances from the petty cash fund, tickets obtained from the transportation department or on transportation credit cards, rental of automobiles charged on the firm's credit cards, or from other sources, should be entered as receipts in the cash account summary section of the expense report. *Under no circumstances* should items which might be classified as advances be paid and charged directly to a client or to firm expenses. Similarly, all cash returned and transportation or other refunds should be recorded in the space provided for this purpose.

It is of particular importance for staff members to record advances in the proper accounting period. In those instances where cash, transportation or other advances are obtained for future use, it is important for bookkeeping purposes to submit an expense report for the period in which the advance is obtained. An expense account is also required from each person who had an open expense balance at the beginning of any semimonthly accounting period.

Cashing checks: Except under the most urgent circumstances, the firm requests that staff members not obtain cash advances from a client nor cash checks, other than the firm's expense checks, at the office of a client.

Reimbursements of expenses: The following types of expenses are allowed by the firm:

Transportation

Lodging

Meals (including related tips) and weekend allowances

Business and professional relations

Other items, as described below

Transportation: The actual cost of transportation on railroads, airlines, etc. with reasonable gratuities and incidental expenses while traveling will be allowed. The rules of the firm require that airline passenger coupons, pullman stubs or similar receipts for transportation be attached as evidence to support amounts included on expense reports as transportation expenses.

Expense reports should clearly indicate the date and the point of departure for each leg of an out-of-town trip, the city or town visited and the number of days away from home spent on business. In those instances where a round-trip or multiple-coupon ticket is used partly in one period and partly in another, sufficient detail on expense reports will facilitate verification of proper documentation.

Taxis should be used sparingly and limited generally to trips between terminals and hotels, or when required for transportation of heavy working papers.

Rented automobiles should be used only when other means of transportation are not conveniently available or are more expensive, and their use should be approved in advance. When necessary to rent an automobile, staff members should decline the op-

tional \$500 collision and personal liability coverage since the firm self insures for these potential losses. Staff members should also make certain that the entitled discount is granted from rental agent when traveling on firm business.

The use of a personal automobile on out-of-town assignments must be approved by the staff member in charge and should be permitted only when its use contributes to economy and efficiency in carrying out the work. An allowance will be made for mileage, plus bridge and road toll charges, and overnight parking. The names of staff members sharing in the use of an automobile should be listed in the expense report.

Under no circumstances should a personal automobile be used on firm business unless insurance coverage of at least \$50,000-\$100,000 for bodily injury liability and \$5,000 for property damage liability is carried on it. The firm should be notified immediately of any accident which occurs in connection with the use of a personal automobile for transportation to or from work, on out-of-town assignments or under other circumstances where there is a possibility that the firm might be named as a party in any legal action.

Lodging: Reimbursements for lodging expenses must be supported by receipted bills. Receipts should contain the name of the facility, location, date and separate amounts for charges such as meals, room and telephone. Expenditures for lodging should be included in the expense report for the period during which the bill is paid.

Meals, including related tips and weekend allowances: The daily allowance rates for meals, including tips, etc., on out-of-town assignments may be obtained from the cashier. The reasonable cost of all meals on public carriers will also be reimbursed.

Business and professional relations: Expenses included in this classification (usually dinners, etc.) must state the date, name and location of the facility used, the reason for incurring the expense and the names and business relationship of the persons involved. With respect to any group meals or entertainment events the description should include an identification of the individuals involved as a group and a statement of the business purpose for the meeting. Where such expense is incurred in connection with an event immediately preceding or following a substantial and bona-

fide business discussion (such as a meeting of one of the firm's committees, a meeting of the American Institute or a state society or committees thereof) the business meeting should also be identified. If the amount of any individual charge exceeds \$25 it must be supported by a receipted bill. In general, the items reported in this classification will represent expenses incurred in dealing with other individuals and groups as distinguished from expenses incurred for the account of the individual reporting.

Other items: Long-distance telephone calls relating to firm's business and other comparable items will be allowed. In cases where it is necessary to have laundry and valet service, reasonable charges are permitted. Unusual items should be specifically authorized and approved by the staff member in charge of the assignment.

Local expense reimbursements: In some practice offices, reimbursement for expenses while locally assigned may be obtained by filling out petty cash vouchers furnished by the cashier. Such vouchers should be presented within the half month. The rules pertaining to expense reports (documentation and explanation) are equally applicable to reimbursements from the petty cash fund.

Meal allowances are made on local assignments when it is necessary to work overtime. The rates of such allowances and the circumstances under which they apply may be obtained from the cashier.

In extraordinary cases of very late work, additional expense, such as for hotel room and taxi fare, may be authorized by the staff member in charge.

Approvals: All expense reports and petty cash expense vouchers should be approved by a responsible person other than the person who incurred the expenses. The procedures for approval of expense reports are the responsibility of each office.

Offices of Price Waterhouse (United States firm)

Where applicable, "copies of correspondence" information follows the address.

The most current addresses for offices of the United States Firm and associated Price Waterhouse firms and correspondents throughout the world are available in the International Directory of Offices.

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1801 K Street, N.W.
 (202) 296-0800/Telex: 89-668

WINSTON-SALEM, NORTH CAROLINA 27111

2603 Wachovia Building
 (919) 725-0691

OFFICE CODES

Office	Code	Office	Code
Anchorage	130	Oakbrook	545
Atlanta	135	Oklahoma City	560
Bakersfield	140	Orlando	565
Baltimore	145	Peoria	585
Battle Creek	150	Philadelphia	590
Hackensack	160	Phoenix	595
Bethesda	162	Pittsburgh	600
Birmingham	165	Portland	610
Boston	170	Providence	615
Bridgeport	180	Raleigh	620
Buffalo	185	Metro office	621
Century City	200	Area 2 office	622
Charlotte	205	Area 3 office	623
Chicago	210	Area 4 office	624
Chicago-metro	211	Richmond	625
Cincinnati	220	Area 1 office	626
Cleveland	230	Area 5 office	627
Cleveland - small	231	Area 6 office	628
Columbia	240	Riverside	629
Columbus	245	Rochester	630
Dallas	250	Sacramento	640
Denver	260	St. Louis	645
Detroit	270	St. Louis CPS	647
Fort Lauderdale	310	Salt Lake City	655
Fort Worth	320	San Diego	665
Fresno	330	San Francisco	670
Greenville	340	Oakland	
Office of Government Services	350	San Jose	675
Hartford	360	San Juan	680
Honolulu	370	Newport Beach	685
Houston	380	Seattle	700
Indianapolis	395	South Bend	705
Jacksonville	405	Stamford	720
Kansas City	415	Syracuse	725
Little Rock	435	Tampa	735
Long Island	445	Toledo	740
Los Angeles	450	Tulsa	750
Memphis	480	Washington	770
Miami	485	Winston-Salem	785
Midland	488	National Office	800
Milwaukee	490	National Administrative Center	810
Minneapolis	495	Industry	
Morristown	505	Specialization	830
Nashville	510	PWI-New York	840
Norfolk	525	PWAI	850
New Orleans	530		
New York	540		

MONDAY/28

PPROPOSAL 2HRS
RBO 4HRS RBF
STATE 2HRS

CABS 6⁰⁰

TUESDAY/29

CABS 7⁰⁰ Lunch LE/LJ/HAR 26⁰⁰

11:00AM TOM TRACY

JOE COSTANTINO

1:30 HAR PROBLEM (S&A)

4:00 CE & EHS LE+LT

WEDNESDAY/30

CALL RANDA 462-3220 CALL BANK

12:00 J COSTANTINO 16⁰⁰

11:00AM ~~RBF~~ ROOM 355 / JAR

4:30PM LEMERY

5:30 HAR CABS 11⁰⁰ STEAK HOUSE

THURSDAY/1

CABS 6⁰⁰

CABS - 6⁰⁰

LYNN LEWIS CONTACT D. WIDENKAMP

3:30PM FELDMAN

FRIDAY/2

~~CALL RANDA 462-3220~~ 12 HRS

CABS 16⁰⁰

12:00 FRED CROK

SATURDAY/3

DUE PW 98935.88

SUNDAY/4

SLAYTON / SMITH

MONDAY/5

HOLIDAY

TUESDAY/6

CABS } 11 hours
9⁰⁰ Kosslyn } 16⁰⁰
CABS

WEDNESDAY/7

12:00 FRED CROK

CABS 8⁰⁰

THURSDAY/8

9:00 K FELDMAN?

12:00 L LEWIS \$15⁰⁰

FRIDAY/9

11:00 Bill Slayton

EILO CABS 14⁰⁰

CABS 7⁰⁰

SATURDAY/10

4 HRS LUNCH 8⁰⁰

CABS 10⁰⁰

SUNDAY/11

4 HRS LUNCH 2⁰⁰

MONDAY/12

EILO 7⁰⁰
RBF 7⁰⁰ 2w-2/205

July 1982

TUESDAY/13

EILO

WEDNESDAY/14

CAB DC/NATL 10.00
CAB ST LOUIS HOTEL 20.00
MISC TIPS 2.00 BELM
BAR TIPS 2.00

THURSDAY/15

8.00 Drinks 4.60 BFST
2.00 TIPS

FRIDAY/16

11:00 Slayton CAB 20.00
1:00 PM AUSTIN TIPS 5.00
DINNER 12.00
CAB 10.00

SATURDAY/17

SUNDAY/18

July 1982

MONDAY/19

TUESDAY/20

WEDNESDAY/21

THURSDAY/22

FRIDAY/23

SATURDAY/24

SUNDAY/25

BFST/AIR @ 11.41
CAB HOME/DC/NATL 10.00 \$7.00
CAB ST LOUIS HOTEL 20.00
TIPS CAB/BELM/DIN/RMSVC

July/August 1982

MONDAY/26

BKST 5.00
RMSVL TIPS 2.00

TUESDAY/27

Pizza 20.00
BKST 4.00

WEDNESDAY/28

BKST 3.50

THURSDAY/29

BKST 2.00

FRIDAY/30

BKST 4.00
CMB → Airport
SL

SATURDAY/31

SUNDAY/1

10.00

CABS Home/Air DC August 1982

CABS ST LOUIS 22.00
CABS OORING/HOTEL 17.00
DRINKS COLEY
HOTEL BILL 1/26 - 1/30

DINNER BKST COLEY
DINNER STIMAR, STRATMAN, COLEY, RURHR WETA, STRATMAN, PREST LUNCH 32.00 SHIMAC, WE, STRATMAN, FARR

DINNER W E. KLEINOW H. FRYD

THURSDAY/5

FRIDAY/6

TIPS @ HOTEL 4.00
BKST 4.50 / DINNER
CABS 19 / HOME CABS 10.00

SATURDAY/7

SUNDAY/8

August 1982

August 1982

MONDAY/9

MONDAY/16

TUESDAY/10

ADV 2,970.10

TUESDAY/17

CABS BIDDER'S CORFF
4.50

WEDNESDAY/11

L46320

WEDNESDAY/18

12:00 LUNCH TONI GIBBONS
235-9342 / 558-8162
5:00 DIANE ALLEN

THURSDAY/12

THURSDAY/19

12:00 P.P. BODMAN PW-Koss ->
Georgetown ->
12:00
2:00 DR. PERRY PAB Ten shirt
8.22 + 2.50

FRIDAY/13

FRIDAY/20

SATURDAY/14

SATURDAY/21

SUNDAY/15

DUE ME 2970.10

SUNDAY/22

August 1982

August/September 1982

MONDAY/23

MONDAY/30

4:00 STEVE

TUESDAY/24

LUNCH H.LUM CABS
1:30 Bidders Conf 425
St Room 6316

WEDNESDAY/25

WEDNESDAY/1

THURSDAY/26

THURSDAY/2

FRIDAY/27

TAKE OFF

FRIDAY/3

SATURDAY/28

SUNDAY/29

DUKE 205.91

~~PROF~~ PROP
~~CABS~~ CABS 100
DER

TUESDAY/31

400F

800F

CABS 900

HAR?

SATURDAY/4

SUNDAY/5

September 1982

MONDAY/6

HOLIDAY

TUESDAY/7

10:30 FC/ABO
2:50 cab prop → 1417 DOS
4:50 cab DOS → Ross
4:50 cab Ross → PW
12:00 lunch HAR/FC

WEDNESDAY/8

Lunch Dan Maceda

THURSDAY/9

Lunch Dick Brown

FRIDAY/10

SATURDAY/11

SUNDAY/12

September 1982

MONDAY/13

2:00 TPC

4:00 Bill Breakfield

TUESDAY/14

11:00 ToB → FBO

WEDNESDAY/15

10 DEPELBAUM

THURSDAY/16

2:00 PM Meeting Real Estate

8:30 J LINDENBAUM

FRIDAY/17

9 Flock

1:30 D Epel

SATURDAY/18

SUNDAY/19

DUES ME 106.20

September 1982

MONDAY/20

TUESDAY/21

WEDNESDAY/22

lunch HAR 11:00 CBS
~~2:00 PM 11:00 plan meeting~~
STANLEY WESTBRIDGE

THURSDAY/23

I WANT FOR CALL 10:00 AM
DUMONT ✓
1:00 PAT O'HERN ~~11:00~~

FRIDAY/24

9:00 A COOK
1:30 PETER CBS 8:00
12:00 Austin McHale
SATURDAY/25 3:00 PM HAR

SUNDAY/26

September/October 1982

9:00 SANDY SELANDER MQUANDAY/27

AM Interview with
1:00 PM MPRATER CBS 8:00 Guest

TUESDAY/28

Jim Hart 12:00
CBS 5:00

9:00 LESLIE ARTON WEDNESDAY/29

AM Guest interviews

~~5:00 Andrew Weiss~~
11:00 DON EPEL BROOM THURSDAY/30

FRIDAY/1

10:00 AM - G.H.J INT DUMONT
12:00 Austin McHale LUNCH
DRINK DICK BRAUN

SATURDAY/2

11:00 AM - SDH / INT DUMONT

SUNDAY/3

CBS 13:00

October 1982

MONDAY/4

Connie Kerlik

TUESDAY/5

WEDNESDAY/6

Richard S. Kohn
Seren Nieuwenhuis
C Wright

THURSDAY/7

12:00N MOLTOWSKI

DON EPELBAUM DRINK

FRIDAY/8

JINT Rick Oplease
10:00
2:00 Willard

SATURDAY/9

SUNDAY/10

October 1982

MONDAY/11

I Quest ~~9:00~~ ~~10:00 Willard~~ ~~11:00~~

TUES DRINK

WEDNESDAY/13

8:00 DENTIST MET DAECHILD
~~10:00~~ 10:00 interview
LUNCH 1:45-2:00
3:00/4:00/5:00
Acquaman KAT?

THURSDAY/14

Set up
Connie Kerlik
12:00 noon 1:00 PM
2 HRS

FRIDAY/15

11:00 Bill Stayton
4:00 PM Samuel Roy Staff Chat

SATURDAY/16

SUNDAY/17

Due PW 233.56

New Hire

October 1982

MONDAY/18

Lunch \$23.50

JAR
+POH

TUESDAY/19

12:35 ~~Feed~~ Teta's Teacher
classroom

HOB out all day

WEDNESDAY/20

9:00 Vicker Young
Have SHH call Fred
Cook

THURSDAY/21

LINA HOB
8:30 GILBERT

FRIDAY/22

SATURDAY/23

SUNDAY/24

October 1982

MONDAY/25

TUESDAY/26

WEDNESDAY/27

THURSDAY/28

FRIDAY/29

SATURDAY/30

SUNDAY/31

WUE PW

322.93

MONDAY/1

MONDAY/8

TUESDAY/2

TUESDAY/9

WEDNESDAY/3

WEDNESDAY/10

THURSDAY/4

THURSDAY/11

FRIDAY/5

FRIDAY/12

9:00 AM DR

SATURDAY/6

SATURDAY/13

SUNDAY/7

SUNDAY/14

November 1982

November 1982

MONDAY/15

MONDAY/22

TUESDAY/16

TUESDAY/23

WEDNESDAY/17

WEDNESDAY/24

STAFF MTG

THURSDAY/18

THURSDAY/25

HOLIDAY

FRIDAY/19

FRIDAY/26

HOLIDAY

SATURDAY/20

SATURDAY/27

SUNDAY/21

SUNDAY/28

WE POW 328.92

CALL KAN

November/December 1982

December 1982

MONDAY/29

9:00

MONDAY/6

INTERVIEW ↓
DAVID ANDREWS
KAN 11:00AM

TUESDAY/30

TUESDAY/7

WEDNESDAY/1

WEDNESDAY/8

THURSDAY/2

THURSDAY/9

FRIDAY/3

FRIDAY/10

SATURDAY/4

SATURDAY/11

SUNDAY/5

SUNDAY/12

December 1982

December 1982

MONDAY/13

MONDAY/20

1:00 DICK BRAUN

TUESDAY/14

TUESDAY/21

ST LOUIS

WEDNESDAY/15

WEDNESDAY/22

10:00 S KINSEY

THURSDAY/16

THURSDAY/23

11:00 AM Mel Hines

FRIDAY/17

FRIDAY/24

HOLIDAY

SATURDAY/18

SATURDAY/25

SUNDAY/19

SUNDAY/26

267.01
JUEPW ~~96~~

December/January 1983

January 1983

MONDAY/27

MONDAY/3

TUESDAY/28

TUESDAY/4

WEDNESDAY/29

WEDNESDAY/5

Monday Greener
11:30 AM

THURSDAY/30

THURSDAY/6

FRIDAY/31

FRIDAY/7

HOLIDAY

SATURDAY/1

SATURDAY/8

SUNDAY/2

SUNDAY/9

January 1983

MONDAY/10

TUESDAY/11

WEDNESDAY/12

THURSDAY/13

FRIDAY/14

SATURDAY/15

SUNDAY/16

~~3105~~ 276
~~2151-0~~
300887

Monday January 1983

MONDAY/17

TUESDAY/18

WEDNESDAY/19

THURSDAY/20

FRIDAY/21

SATURDAY/22

SUNDAY/23

\$ 22.00 Meals etc

Handwritten notes at the top of the right page, including "Monday January 1983" and some illegible scribbles.

\$100 → 139.50 DM January 1983

MONDAY/24

40.00 DM cabs & tips

\$200 → 486.00 DM

26.00 DM drinks & etc

TUESDAY/25

WEDNESDAY/26

THURSDAY/27

FRIDAY/28

SATURDAY/29

SUNDAY/30

ste. 2.00 DM

January/February 1983

MONDAY/31

TUESDAY/1

12.00 DM
12.00 DM
12.00 DM

WEDNESDAY/2

THURSDAY/3

FRIDAY/4

12.00 DM
12.00 DM
12.00 DM

SATURDAY/5

CAB HOTEL 20 DM
CAB DIN NER 10 DM

SUNDAY/6

CAB FEVET 25 DM
CAB BONN 35 DM
~~CAB BONN~~

MONDAY/7

CAS EMB 7 HOT 15 DM
CAS HOT 7 DIN 20 DM
CAS DINNER 7 HOT 15 DM

MONDAY/14

TUESDAY/8

CBS 15
15
15

TUESDAY/15

DUE PW 2390.64

WEDNESDAY/9

CBS 15 15
15 15
15

WEDNESDAY/16

THURSDAY/10

THURSDAY/17

FRIDAY/11

CBS 15
15
15

FRIDAY/18

SATURDAY/12

SATURDAY/19

SUNDAY/13

SUNDAY/20

February 1983

February/March 1983

MONDAY/21

MONDAY/28

TUESDAY/22

TUESDAY/1

WEDNESDAY/23

WEDNESDAY/2

THURSDAY/24

THURSDAY/3

FRIDAY/25

FRIDAY/4

SATURDAY/26

SATURDAY/5

SUNDAY/27

SUNDAY/6

MONDAY/7

MONDAY/14

TUESDAY/8

TUESDAY/15

Due Me

332.48

WEDNESDAY/9

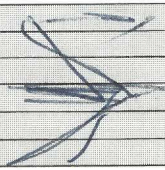
WEDNESDAY/16

~~6 REMS~~ 2 WPC
3 CE / 2 DR / 1 DOTPROP /
3 HC REMS

THURSDAY/10

9:30 Sleyton

2:00 Kukulwich



THURSDAY/17

10:00
300
8 HC
21 WPC

FRIDAY/11

FRIDAY/18

SATURDAY/12

SATURDAY/19

SUNDAY/13

SUNDAY/20

MONDAY/21

MONDAY/28

TUESDAY/22

TUESDAY/29

WEDNESDAY/23

WEDNESDAY/30

3:00 WPC Mtg

THURSDAY/24

THURSDAY/31

Due PW
1634.77

FRIDAY/25

FRIDAY/1

SATURDAY/26

SATURDAY/2

SUNDAY/27

SUNDAY/3

MONDAY/4

MONDAY/11

TUESDAY/5

TUESDAY/12

CLASS 5:00

WEDNESDAY/6

WEDNESDAY/13

CLASS 5:00 DOS WPL
11th
2nd Fin HAZ
2 HES

THURSDAY/7

THURSDAY/14

Ben Warden 1:00 PM

FRIDAY/8

FRIDAY/15

SATURDAY/9

SATURDAY/16

SUNDAY/10

SUNDAY/17

April 1983

April/May 1983

MONDAY/18

MONDAY/25

TUESDAY/19

8:00 Dentist + P&G

TUESDAY/26

WEDNESDAY/20

WEDNESDAY/27

THURSDAY/21

THURSDAY/28

FRIDAY/22

FRIDAY/29

SATURDAY/23

SATURDAY/30

SUNDAY/24

SUNDAY/1

MONDAY/2

MONDAY/9

KAN owes

TUESDAY/3

TUESDAY/10

*310 DM
in dollars*

WEDNESDAY/4

WEDNESDAY/11

THURSDAY/5

THURSDAY/12

FRIDAY/6

FRIDAY/13

SATURDAY/7

SATURDAY/14

SUNDAY/8

SUNDAY/15

May 1983

MONDAY/16

TUESDAY/17

WEDNESDAY/18

THURSDAY/19

FRIDAY/20

SATURDAY/21

SUNDAY/22

May 1983

MONDAY/23

TUESDAY/24

WEDNESDAY/25

THURSDAY/26

FRIDAY/27

SATURDAY/28

SUNDAY/29

May/June 1983

MONDAY/30

TUESDAY/31

WEDNESDAY/1

THURSDAY/2

FRIDAY/3

SATURDAY/4

SUNDAY/5

June 1983

MONDAY/6

TUESDAY/7

WEDNESDAY/8

THURSDAY/9

FRIDAY/10

SATURDAY/11

SUNDAY/12

June 1983

MONDAY/13

TUESDAY/14

WEDNESDAY/15

THURSDAY/16

FRIDAY/17

SATURDAY/18

SUNDAY/19

June 1983

MONDAY/20

TUESDAY/21

WEDNESDAY/22

THURSDAY/23

FRIDAY/24

SATURDAY/25

SUNDAY/26

MONDAY/27

MONDAY/4

TUESDAY/28

TUESDAY/5

WEDNESDAY/29

WEDNESDAY/6

THURSDAY/30

THURSDAY/7

FRIDAY/1

FRIDAY/8

SATURDAY/2

SATURDAY/9

SUNDAY/3

SUNDAY/10

MONDAY/11

MONDAY/18

TUESDAY/12

TUESDAY/19

WEDNESDAY/13

WEDNESDAY/20

THURSDAY/14

THURSDAY/21

FRIDAY/15

FRIDAY/22

SATURDAY/16

SATURDAY/23

SUNDAY/17

SUNDAY/24

July 1983

Notes

MONDAY/25

TUESDAY/26

WEDNESDAY/27

THURSDAY/28

FRIDAY/29

SATURDAY/30

SUNDAY/31

Notes

Addresses Telephone

#310 332-5490
 #311 659-3981
 #312 (305) 628-0588

Addresses	Telephone
PROCTER H: 574-2691	547-1557
DWL	462-3220
ROBERT I THOMPSON (ELEY)	937-4060
BUTCHER	(206) 779-4706
STATE	524-1188
AUSTIN 642 642-8300	X246
F COOK 235- 9122	1627
	5-2153
	162
Beyer	469-6944
	6922

Active engagements of staff member

Name of Client

Client
Code

Sub-client
Code

Type of
Service
Code

Location
Code

Name of Client	Client Code	Sub-client Code	Type of Service Code	Location Code

Active engagements of staff memb

Name of Client Client Sub-client Type of Location
 Code Code Service Code
 Code Code Code

S M T W T F S

JANUARY

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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MARCH

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29	30	31				

APRIL

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MAY

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JUNE

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S M T W T F S

JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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29	30					

DECEMBER

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27	28	29	30	31			

S M T W T F S

JANUARY

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31							

FEBRUARY

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MARCH

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21	22	23	24	25	26	27		
28	29	30	31					

APRIL

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MAY

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30	31						

JUNE

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27	28	29	30				

S M T W T F S

JULY

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AUGUST

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SEPTEMBER

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19	20	21	22	23	24	25		
26	27	28	29	30				

OCTOBER

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER

			1	2	3	4	5	6
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30						

DECEMBER

				1	2	3	4
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1983

S M T W T F S

JANUARY

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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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AUGUST

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OCTOBER

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DECEMBER

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1984

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FEBRUARY

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OCTOBER

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NOVEMBER

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DECEMBER

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