

What activities are being carried out?

**Alphatec Brokers**

**Timespenders Inc**

**Policy:** All Policies  
**Activity:** All Activities  
**Date Range:** 01/01/2006 - 31/12/2006

Activity	Employee Name	Hours	Time Costs	Date	Comments
<b>Account Management</b>					
Account Management	John Harrison	5.00	£500.00	20/11/2006	Lunch with MD
Account Management	John Harrison	4.00	£400.00	11/12/2006	
Account Management	John Harrison	3.00	£300.00	12/12/2006	Phone call with Jim McChat
<b>Totals for Account Management</b>		<b>12.00</b>	<b>£1,200.00</b>		

**Client Satisfaction Follow-up**

Client Satisfaction Follow-up	John Harrison	4.00	£400.00	04/12/2006	Evening drink with client
<b>Totals for Client Satisfaction Follow-up</b>		<b>4.00</b>	<b>£400.00</b>		

**Client Visit**

Client Visit	Andrew Berwick	6.00	£360.00	12/12/2006	Lunch with HR manager
Client Visit	Andrew Berwick	5.00	£300.00	18/12/2006	Lunch and long chat with accounts team
Client Visit	John Harrison	12.00	£1,200.00	22/11/2006	All day event at Cheltenham
Client Visit	John Harrison	8.00	£800.00	30/11/2006	Long lunch with FD
Client Visit	John Harrison	7.00	£700.00	01/12/2006	Site visit to general staff



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Client Visit	John Harrison	4.00	£400.00	19/12/2006	
<b>Totals for Client Visit</b>		<b>42.00</b>	<b>£3,760.00</b>		
<b>New Business &amp; Client Retention</b>					
New Business & Client Retention	John Harrison	8.00	£800.00	13/11/2006	Day out with client at Jaguar race track
<b>Totals for New Business &amp; Client Retention</b>		<b>8.00</b>	<b>£800.00</b>		
<b>Totals:</b>		<b>66.00</b>	<b>£6,160.00</b>		

