



JANUARY 1, 2022

Dear NPS Board,

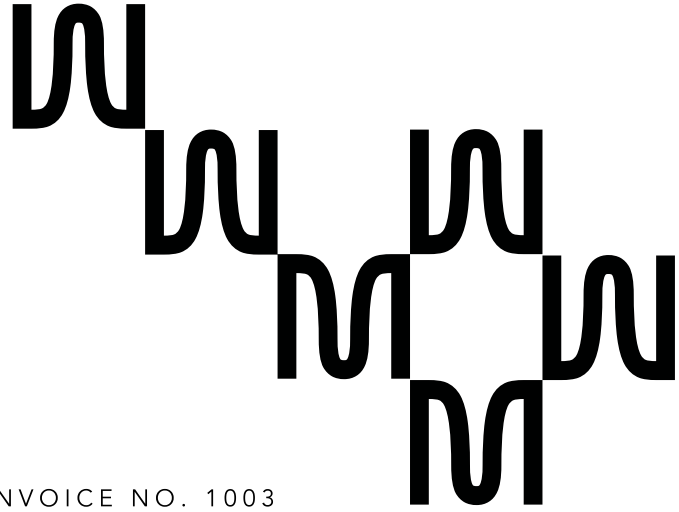
I'm reaching out to express my interest in the administrative coordinator position advertised on your website.

I resonate with the NPS mission of providing an accessible and communal learning space and am really determined to finding ways to use my skills to promote positive change in Newark. The administrative coordinator position encompasses responsibilities that I have experience in and have thrived in. For example, I have acquired administrative, communication, and strategic planning skills through my work at a medical office, a PR firm, and various startups.

I've attached my resume and welcome the opportunity to discuss my qualifications further. I look forward to speaking with you soon, and thank you for your time and consideration.

Take Care,

Marsha Shnayder



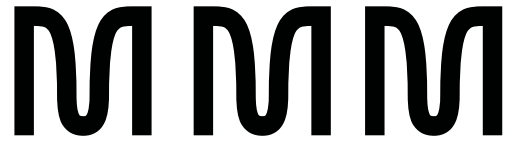
MARSHA SHNAYDER

CREATIVE SERVICES INVOICE NO. 1003

CLIENT: Lauren Halloway

JANUARY 1, 2022

TYPE	RATE	HOURS	TOTAL
<ul style="list-style-type: none">• Logo (Icon + Wordmark)	\$35	40	\$1400
<ul style="list-style-type: none">• Stationary (Business Card, LetterHead, Envelope)			
<ul style="list-style-type: none">• 1 to 3 Applications			



CREATIVE SERVICES ESTIMATE

JANUARY 1, 2022

CLIENT:

Lauren Holloway

PROJECT DETAILS:

- Logo (Icon + Wordmark)
- Stationary (Business Card, LetterHead, Envelope)
- 1 to 3 Applications

PROJECT TIMELINE (Tentative)

Timeline is to be determined by Marsha Shnyder and Lauren Holloway upon commencement of project. Project cannot commence without all required components from client (text, photography, supporting information, etc). If 2 rounds of feedback are exceeded or client wishes to make changes after it has been approved and submitted, an additional Alteration rate of \$50 an hour will apply.

- Contract Acceptance + Project Kick-off + Invoice 1 (25%)
- 1st Presentation - ID concepts (3 directions)
- Client Feedback (choosing 1 direction) + Invoice2 (25%)
- 1st Revision - ID System + Applications
- Client Feedback (fine-tuning and details)
- Final Presentation + Approval
- Production Fine-tune + Release + Invoice 3 (50%)

RATE	\$35
HOURS	40
TOTAL	\$1400