

**TO:** Leonard Netser  
Dave Pelling  
Aron Emiktowt

**FROM:** Doris Bruce

**DATE:** March 22 '96

The enclosed calendar shows what days you start new time sheets, when I should receive them, and what Fridays pay cheques are disbursed.

Its best that invoices for ski-doo/komatik rentals and contracted labour follow the same schedule as I produce bi-weekly financial statements on the same basis. For example if you wanted to receive statements which showed the financial picture as of March 15th, which I would have released today or earlier had last week's time sheets come to me in sufficient time, its best that all costs incurred up to that point in time be included in the financials. That includes the invoices. Otherwise the statements won't reflect reality.

# March

1996

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> PAY DAY	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b> NEW START SHEETS
<b>31</b>						