CLIENT TIME LOG

Client's Name	**Source**	**Hourly Rate**	**Ms. Title**
Author's Name or E-mail (if different)	**Deadline**	**Ms. Type/Genre**	**Level of editing**
Scripture version(s) used:	Refs in parens abbrev'd?	Save as doc or docx?	Subsidy or commercial?
Deity pronouns capped or lowercased?	Quotes curly or straight?	Dashes—hyphens or em?	Format for ellipses?
FORMAT NOTES:			
pages sent:	hours pd:	AVG. PGS./HOUR:	

File Rec'd	Date $ Rec'd	Hrs. Pd.	Project Worked On or Flyers to Send	Date Worked	Start Time	End Time	Hours Worked	Running Total