*[Your logo/letterhead goes here]*

# Session Time & Billing Log

For Client:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fee Date Rec’d or Charged Ck# or Trans #

Session# Date Time From/To TimeTotal Agenda Requests

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Fee Date Rec’d or Charged Ck# or Trans #

Session# Date Time From/To TimeTotal Agenda Requests

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Session# Date Time From/To TimeTotal Agenda Requests

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Time Total\_\_\_\_\_\_\_\_\_\_\_