

Delivery: SF \_\_\_ Mail \_\_\_ Pickup \_\_\_

INV: \_\_\_\_\_

**PROJECT ACTIVITY LOG**

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

Job: \_\_\_\_\_

Action:	Date:	Hours:

Preparer:	Federal: \$ _____ __refund __due	State: \$ _____ __refund __due other states _____
Review:	Federal: \$ _____ __refund __due	State: \$ _____ __refund __due other states _____

**Communication & Notes:**

**CONFIRMED:** address, phone, email: \_\_\_\_\_ **Bank Info:** voided ck \_\_\_\_\_ signed acct page \_\_\_\_\_ other \_\_\_\_\_

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