SCROGGINS CONSULTING, LLC

Consulting/Training
Progress Report

Consultant: _____

Date: _____

Time Period: _____

Firm Name/ Service Code	Client Matter	Billable Time	Total Alloted Hours	Follow Up

Billable Time	Non-Billable Time
• Computerized Research • Consultation • Correspondance • Teleconference • Training Preparation	• Individual Business • Seminars & CPUs • Pro Bono • Personal • Prof. & Civic Activities

Consultant Signature _____ Date _____

For prompt payment, signed time sheets must be emailed to jjcoleman@scrogginsconsulting.com every Monday by 6:00 PM. Always submitt a time sheet even if no hours have been worked. Timesheets that have not been received are considered delinquent and could result in a breach of contract.

If you have any questions or need assistance, please contact the Scroggins Consulting office at (318) 868-4429 or email jjcoleman@scrogginsconsulting.com

Comments: