UBU TAX PROFESSIONALS ELITE
TAX PREPARER TIME

NAME _____

DATE	CLIENT NAME	TASK DESCRIPTION	TAX FORM	BEGINNING TIME	COMPLETION TIME	TOTAL HOURS
01/01/16	*Doe, Jane*	*Tax Preparation*	*1040*	*10:00 AM*	*11:00 AM*	*2.0 Hrs.*

UBU TAX PROFESSIONALS ELITE
TAX PREPARER TIME

NAME _____

DATE	CLIENT NAME	TASK DESCRIPTION	TAX FORM	BEGINNING TIME	COMPLETION TIME	TOTAL HOURS